

DEPARTMENT OF LABOR
Bureau of International Labor Affairs

Project to Reduce Child Labor in Rwanda

ANNOUNCEMENT TYPE: New Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications (SCA).

FUNDING OPPORTUNITY NUMBER: SCA 13-04

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: N/A

TOTAL FUNDING AVAILABLE FOR AWARD: \$5 million.

NUMBER OF ANTICIPATED FUNDING AWARDS: one or more

FUNDING PERIOD: Effective date of award through four (4) years

EXECUTIVE SUMMARY: In FY 2013, the U.S. Department of Labor's (USDOL) Bureau of International Labor Affairs (ILAB) will award up to \$5 million for one or more cooperative agreement(s) to fund a technical assistance project(s) to work with the Government of Rwanda (GoRw) and tea industry entities to assist in significantly reducing child labor in the production of tea, including by implementing a child labor monitoring system (CLMS), enhancing labor law enforcement efforts on smallholder farms, and increasing children's access to education. The project will also promote decent work for older children and economic opportunities for the Rwandan households most vulnerable to child labor in tea growing areas. Eligible Applicants may include any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s), capable of successfully reducing children's participation in child labor and developing and implementing educational and livelihood programs to serve them. See Section III for detailed eligibility requirements.

KEY DATES:

- **Issuance Date:** May 13, 2013
- **Closing Date:** July 12, 2013
- **Closing Time:** 5:00 PM EST
- **Technical Question Submission Deadline:** June 27, 2013
- **Date of Web chat:** Within 30 days after the SCA issuance date.
- **Date of Award:** No later than September 30, 2013.

AGENCY CONTACTS:

Primary: Cassandra Mitchell (Grant Specialist)

Email: Ops.grantoffice@dol.gov

Telephone: 202.693.4570

Alternate: Brenda White (Grant Officer)

Email: Ops.grantoffice@dol.gov

Telephone: 202.693.4570

Applications will be accepted via electronic submission via Grants.gov (<http://www.grants.gov>) or by hardcopy (to include electronic copy/CD) hand delivered or mailed to the GO at the following address:

USDOL/ Office of Procurement Services (OPS)

Attn: Brenda White, Grant Officer

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

Reference: SCA 13-04

A list of frequently asked questions (FAQs) about USDOL's SCA for ILAB grants and responses to technical questions received by e-mail will be posted on www.dol.gov/ILAB/grants/main.htm. Transcripts of web chats will be posted on <http://www.dol.gov/dol/chat/>.

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LIST OF ACRONYMS

12YBE	Twelve Years Basic Education Policy
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
CMEP	Comprehensive Monitoring and Evaluation Plan
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet
FCA	Federal Cognizant Agency
FERWACOTHE	Fédération Rwandaise des Coopératives de Théiculteurs
FOIA	Freedom of Information Act
GOR	Grant Officer's Representative
GoRw	Government of Rwanda
GPRA	Government Performance and Results Act
HHS-PMS	Department of Health and Human Services-Payment Management System
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
ILO-IPEC	ILO's International Program on the Elimination of Child Labor
M&E	Monitoring and Evaluation
MIFOTRA	Ministry of Public Service and Labor
MIGEPROF	Ministry of Gender and Family Promotion
MINAGRI	Ministry of Agriculture and Animal Resources
MINALOC	Ministry of Local Government
MINEDUC	Ministry of Education
MINICOM	Ministry of Trade and Industry
MINIJUST	Ministry of Justice
MPG	Management Procedures and Guidelines
NAEB	National Agricultural Export Development Board
NCC	National Commission for Children
NICRA	Negotiated Indirect Cost Rate Agreement
NGOs	Non-governmental Organizations
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
OPS	Office of Procurement Services
OSH	Occupational Safety and Health
PIO	Public International Organizations
PRICE	Rural Income Through Exports
REACH	Rwanda Education Alternatives for Children

RNP	Rwandan National Police
SACCO	Savings and Credit Cooperatives
SCA	Solicitation for Cooperative Agreement Applications
SF	Standard Form
SOW	Scope of Work
TDA	U.S. Department of Labor's Findings on the Worst Forms of Child Labor Report
TPR	Technical Progress Report
TVET	Technical and Vocational Education Training
USAID	U. S. Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax
WDA	Workforce Development Authority

TERMS AND DEFINITIONS

For the purposes of responding to this SCA, Applicants use of terms in their proposal must correspond with DOL's definitions in Appendix A.

Acceptable work	Direct educational services	Livelihood	Monitoring and evaluation
Area-based approach	Direct services	Livelihood services	Occupational safety and health
Child	Educational services	Education and training services	Other direct services
Child labor	Formal education services	Improved access to savings and credit	Quality education
Child labor monitoring system	Non-formal education services	Social capital services	Social programs
Children at high-risk of entering child labor	Vocational education services	Employment services	Youth employment
Cooperative agreement	Hazardous work	Economic strengthening services	Working child
Cost sharing	Household	Productivity transfers	
Decent work	In-kind contributions	Cooperatives	
Direct beneficiaries	Key stakeholders	Matching funds	

I. FUNDING OPPORTUNITY DESCRIPTION

USDOL/ILAB intends to award up to \$5 million for a cooperative agreement(s) to one or more qualifying organizations to work with the GoRw and tea industry entities to assist in significantly reducing child labor in the production of tea, including by implementing a CLMS, enhancing labor law enforcement efforts on smallholder farms, and increasing children's access to education. The project will also promote decent work for older children and economic opportunities for the Rwandan households most vulnerable to child labor in tea growing areas. Cooperative agreements awarded under this solicitation will be managed by ILAB's Office of Child Labor, Forced Labor, and Human Trafficking (OCFT). The duration of the project(s) funded by this solicitation is four (4) years. The project start date will be negotiated upon award of individual cooperative agreement(s) but will be no later than September 30, 2013.

ILAB's mission is to use all available channels to improve working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations internationally. OCFT conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate the worst forms of child labor, forced labor, and human trafficking. USDOL/ILAB is authorized to award and administer cooperative agreements by the Consolidated and Further Continuing Appropriations Act, 2013, P.L. 113-6 (2013) and Department of Labor Appropriations Act, 2012, P.L. 112-74 (2011). Cooperative agreements awarded under this solicitation will be administered by the USDOL OPS and technically managed by OCFT.¹

A. Background and Problem Statement

The following section includes summary information about the child labor situation in areas of tea production in Rwanda. Applicants will be required to provide additional background information in their proposal describing in greater detail the specific problem to be addressed by their proposed project.

Over 142,000 children between the ages of 5 and 14 (or 6.1 percent of all children) work in Rwanda. Of these, 85.1 percent work in agriculture, and 10.8 percent work in the services sector, including as domestic servants.² Rwanda's minimum age for employment is 16.³ In 2012, the GoRw modified the Cooperative Law to reduce the minimum age requirement to join cooperatives from 18 to 16 years old.⁴

Various factors contribute to child labor in Rwanda, including poverty, barriers to education, and food insecurity. Limited inspection and enforcement of labor standards in the informal sector and on smallholder farms also contributes to child labor.⁵ Education in Rwanda is free and compulsory for children up to 18 years and almost 83 percent of children in Rwanda between the ages of 5 and 14 attend school.⁶ However, 6 percent of Rwandan children combine school and work, and only 70 percent of children complete primary school.⁷ Barriers to education include poor education quality and school related costs, including unofficial school fees, uniforms, and school supplies.⁸ In addition, many children in Rwanda are not registered at birth.⁹

The GoRw has promoted nationwide enrollment in basic education, provided increased budgetary allocations to education, and made efforts to improve school infrastructure through its Twelve Years Basic Education (12YBE)

¹ To learn more about our work, please see <http://www.dol.gov/ilab/programs/ocft>

² UCW. Analysis of Child Economic Activity and School Attendance Statistics from National Household or Child Labor Surveys. February 2, 2012.

³ Republic of Rwanda. Law Regulating Labour in Rwanda, 13/2009, (May 27, 2009);

<http://www.mifotra.gov.rw/documents/Laws/NEW%20LABOUR%20LAW%20N13.2009%20OF%2027.5.2009.pdf>.

⁴ Winrock International. Rwanda Education Alternatives for Children. Technical Progress Report. Washington, DC; October 31, 2012.

⁵ Republic of Rwanda. Rwanda National Child Labour Survey. Kigali; 2008.

http://statistics.gov.rw/images/PDF/Rwanda_child_labour_report_english_NISR.pdf. See also Winrock International. Child Labor in the Tea Sector: Case Study of Nyamasheke, Nyaruguru and Gicumbi Washington, DC; 2012. See also National Institute of Statistics of Rwanda. EICV Thematic Report: Youth; August, 2012. <http://www.statistics.gov.rw/publications/eicv-3-thematic-report-youth>. See also Zegers M. Independent Final Evaluation of the Project Rwanda Education Alternatives for Children (REACH). Washington, DC, ICF International April 3, 2013. See also U.S. Embassy- Kigali. reporting, January 18, 2012. See also United Nations World Food Programme. Comprehensive Food Security and Vulnerability Analysis and Nutrition Survey. Rome; July, 2009.

⁶ Republic of Rwanda. Constitution, (May 26, 2003). See also UNESCO Institute for Statistics. Gross intake ratio to the last grade of primary. Total. July 2, 2012. <http://www.uis.unesco.org/Pages/default.aspx?SPSLanguage=EN>.

⁷ UNESCO Institute for Statistics. Gross intake ratio to the last grade of primary. Total. July 2, 2012.

<http://www.uis.unesco.org/Pages/default.aspx?SPSLanguage=EN>.

⁸ U.S. Department of State. Rwanda. In: Country Reports on Human Rights Practices- 2011. Washington, DC; May 24, 2012;

http://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm?dynamic_load_id=186183#wrapper. See also Zegers M. Independent Final Evaluation of the Project

Rwanda Education Alternatives for Children (REACH). Washington, DC, ICF International April 3, 2013. See also Gahene A. "Children still subjected to labour in rural Rwanda." newtimes.co.rw [previously online] April 3, 2010 [cited December 21, 2011]; [source on file]. See also Winrock International, Forum for African Women Educationalists, Netherlands Development Organization. Rwanda Education Alternatives for Children (REACH). Project Document. Kigali, March, 2011.

⁹ UNICEF. The State of the World's Children: Children in an Urban World. Geneva, February 2012.

http://www.childinfo.org/files/SOWC_2012_MainReport_EN.pdf.

policy, which provides free education for 12 years.¹⁰ Rwanda also offers non-formal education opportunities to vulnerable children, including catch-up classes and Technical and Vocational Education Training (TVET).¹¹ Still, interventions in education and other basic services targeted at vulnerable children remain insufficient to meet national needs, including for working children, their households, and their communities.

Research indicates that child labor in the production of tea in Rwanda is common, although the total number of children working in the sector is unknown. Child labor is largely prevalent on smallholder farms in communities where livelihoods are largely dependent on the production of tea.¹² Children are involved in all phases of the agricultural cycle, including in tilling the land, sowing, weeding, spraying insecticides, and handpicking tea leaves.¹³ To a limited extent, children construct roads for tea factories and collect firewood to dry tea leaves. Children working in the production of tea often work long hours, carry heavy loads, and are exposed to dangerous pesticides and fertilizers.¹⁴ In addition, children working in agriculture report missing school at least one day a week and perform one grade level below their non-working peers.¹⁵ While work safety issues affect adult and child workers alike, children are generally at greater risk for harm.

Tea is a key sector for Rwanda's economy. Tea farming is a labor intensive enterprise and provides an important and regular source of income to farmers in Rwanda since it can be harvested throughout the year.¹⁶ Rwanda is the fifth largest producer of tea in East Africa, growing over 23,000 metric tons annually on 15,000 hectares. Tea is Rwanda's second largest cash crop, and in 2010, accounted for 23 percent of the country's export earnings.¹⁷ Approximately 97 percent of Rwanda's tea is exported, while 3 percent is sold in the local market.¹⁸ Rwandan tea is grown on large plantations, on smallholder farms, and by tea grower cooperatives. Rwanda has 12 tea

¹⁰ Institute of Policy Analysis and Research - Rwanda. School Funding and Equity in Rwanda: Final Report. Kigali, September, 2012. See also Paxton W. IPAR Observatory Report: The Rwandan Education and Skills. Kigali, Institute of Policy Analysis and Research-Rwanda April, 2012. See also U.S. Embassy- Kigali. reporting, January 18, 2012.

¹¹ Republic of Rwanda. TVET Information, Workforce Development Authority, [online] 2013 [cited January 17, 2013]; http://www.wda.gov.rw/tvet_information. See also Republic of Rwanda. Technical and Vocational Education and Training (TVET) Policy in Rwanda. Kigali, Ministry of Education April, 2008.

¹² Winrock International. Child Labor in the Tea Sector: Case Study of Nyamasheke, Nyaruguru and Gicumbi Washington, DC; 2012. See also Government of Rwanda. Rwanda National Child Labour Survey. Kigali, 2008.

http://statistics.gov.rw/images/PDF/Rwanda_child_labour_report_english_NISR.pdf. See also ICF Macro. Child Labor in Agriculture in Rwanda. Washington, DC; January, 2012. <https://ocftdata.dol.gov/countries/rwandaResearch.htm>. See also Winrock International. Baseline Assessment on Child Labor in Seven Districts: Nyarugenge, Nyaruguru, Gicumbi, Nyamasheke, Rubavu, Kayanza, and Nyagatare. Baseline Survey. Washington, DC; November 2, 2010.

¹³ Children also produce other crops such as beans, maize, potatoes, sorghum, and wheat. See National Agricultural Export Development Board official. Interview with USDOL official. February 4, 2013.

¹⁴ Winrock International. Child Labor in the Tea Sector: Case Study of Nyamasheke, Nyaruguru and Gicumbi Washington, DC; 2012. See also International Labour Office. Farming, International Labour Organization, [online] January 31, 2012 [cited October 26, 2012]; http://www.ilo.org/ipec/areas/Agriculture/WCMS_172416/lang-en/index.htm. See also FERWACOTHE official. Interview with USDOL official. February 5, 2013. See also Rwanda Mountain Tea Official. Interview with USDOL official. February 5, 2013.

¹⁵ ICF Macro. Child Labor in Agriculture in Rwanda. Washington, DC; January, 2012. <https://ocftdata.dol.gov/countries/rwandaResearch.htm>.

¹⁶ World Bank. Combined Methods Case Study. Rwanda PSIA: Tea sector reform, [online] [cited March 7, 2013]; <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTSOCIALDEVELOPMENT/EXTTOPPSISOU/0,,contentMDK:20592178~menuPK:1444270~pagePK:64168445~piPK:64168309~theSitePK:1424003,00.html>.

¹⁷ National Agricultural Export Development Board. Tea Sub-Sector, [online] [cited November 14, 2012]; . See also Drum Resources Limited. An East African Tea Perspective November, 2011. See also Nyesiga D. "Rwanda: Tea Exports Surge to U.S. \$33 Million." [allafrica.com](http://allafrica.com/stories/201210090105.html) [online] October 9, 2012 [cited January 15, 2013]; <http://allafrica.com/stories/201210090105.html>.¹⁸ National Institute of Statistics of Rwanda. National Agricultural Survey 2008. Kigali; February, 2010. <http://www.statistics.gov.rw/publications/national-agricultural-survey-report-nas-2008>. See also Drum Resources Limited. An East African Tea Perspective November, 2011. See also National Agricultural Export Development Board. Tea Sub-Sector, [online] [cited November 14, 2012]; http://www.naeb.gov.rw/index.php?option=com_content&view=article&id=126&Itemid=126.

¹⁸ National Institute of Statistics of Rwanda. National Agricultural Survey 2008. Kigali; February, 2010. <http://www.statistics.gov.rw/publications/national-agricultural-survey-report-nas-2008>. See also Drum Resources Limited. An East African Tea Perspective November, 2011. See also National Agricultural Export Development Board. Tea Sub-Sector, [online] [cited November 14, 2012]; http://www.naeb.gov.rw/index.php?option=com_content&view=article&id=126&Itemid=126.

factories, one tea packaging company, and 19 tea farmer organizations with over 42,000 members, including tea farmers and workers.¹⁹

Efforts are being made by a number of Rwanda's tea companies to address working conditions in tea production and improve children's access to education opportunities. Several tea companies in Rwanda have acquired product certification and are pursuing activities that support education. Mata is certified by the Rainforest Alliance and supports a nursery school. Gisovu has provided some children with access to primary school and vocational training. Kitabi is building a secondary school and provides sporting equipment to nearby schools. SORWATHE is certified by the Rainforest Alliance, Fair Labor Organization, and the International Organization for Standardization.²⁰ These companies also post signs on their property noting the minimum working age, require an identification card for employment, and conduct regular monitoring of their plantations and out-grower farms for child labor. The *Fédération Rwandaise des Coopératives de Théiculteurs* (FERWACOTHE) has also made efforts to remove children from dangerous work in the tea sector by providing them with educational opportunities.²¹

USDOL/ILAB has funded a number of projects to address child labor in Rwanda. OCFT currently funds the Global Action Program on Child Labor Issues Project, which aims to build the capacity of the GoRw, develop strategic policies to address the elimination of child labor and forced labor, and increase the availability of evidence on child labor through data collection and research. OCFT has also funded three projects with direct activities to combat child labor. Most recently, OCFT funded the Rwanda Education Alternatives for Children (REACH) project that targeted exploitive child labor in agriculture and the Combating Exploitive Child Labor Through Education in Kenya, Uganda, Rwanda, and Ethiopia Together Project that withdrew or prevented HIV/AIDS affected children from the worst forms of child labor.

Applicants are encouraged to consult project summaries and evaluations of OCFT-funded projects in Rwanda, see <http://www.dol.gov/ilab/map/countries/rwanda.htm> and <http://www.dol.gov/ilab/projects/global/project-global.htm>. Applicants should also consult the Rwanda section of the U.S. Department of Labor's 2011 Findings on the Worst Forms of Child Labor Report (TDA), <http://www.dol.gov/ilab/programs/ocft/2011TDA.pdf>, and the U.S. Department of Labor's 2012 List of Goods Produced by Child Labor or Forced Labor, <http://www.dol.gov/ilab/programs/ocft/2012TVPRA.pdf>.

B. Objectives and Expected Outcomes

Applicants must respond fully to the project objectives and required interventions outlined below in order to be considered responsive. Applicants' proposals should:

- Demonstrate a thorough understanding of the cultural, economic, social, and legal contexts of Rwanda and the communities where project interventions would be carried out, as well as

¹⁹ National Institute of Statistics of Rwanda. National Agricultural Survey 2008. Kigali; February, 2010. <http://www.statistics.gov.rw/publications/national-agricultural-survey-report-nas-2008>. See also National Agricultural Export Development Board. Farmers, [online] [cited November 14, 2012];

http://www.naeb.gov.rw/index.php?option=com_content&view=article&id=70&Itemid=56. See also Nyesiga D. "Exports board moves to improve tea quality." newtimes.co.rw [online] January 9, 2013 [cited January 17, 2013]; <http://www.newtimes.co.rw/news/index.php?i=15232&a=62632>. See also National Agricultural Export Development Board. Factories, [online] [cited November 14, 2012]; http://www.naeb.gov.rw/index.php?option=com_content&view=article&id=61&Itemid=62. See also National Agricultural Export Development Board official. Interview with USDOL official. February 4, 2013.

²⁰ Mata Tea Company official. Interview with USDOL official. February 4, 2013. See also Kanyesigye F. "Rwanda: Tea Estate Joins Fight Against Child Labour." allafrika.com [online] March 22, 2012 [cited November 21, 2012]; <http://allafrica.com/stories/201203220169.html>. See also Winrock International. Rwanda Education Alternatives for Children. Technical Progress Report. Washington, DC; October 31, 2012. See also Winrock International. Rwanda Education Alternatives for Children. Technical Progress Report. Washington, DC; April 30, 2012.

²¹ Mata Tea Company official. Interview with USDOL official. February 4, 2013. See also SORWATHE official. Interview with USDOL official. February 6, 2013. See also FERWACOTHE official. Interview with USDOL official. February 5, 2013. See also Rwanda Mountain Tea Official. Interview with USDOL official. February 5, 2013.

contextual factors contributing to children's involvement in child labor and preventing children from accessing education.

- Address existing gaps in child labor policies and programs, enforcement of relevant laws, and coordination of relevant efforts. Promote sustainability and long-term progress toward a significant reduction in child labor in the production of tea, at all stages of project design, implementation, and evaluation.

Applicants must develop a proposal that presents a clear strategy for significantly reducing child labor in the production of tea in Rwanda through an integrated area-based approach. Applicants must include strategies to achieve the following outcomes:

1. Reduce child labor in areas of tea production through the use of CLMS and enhanced enforcement of labor laws relevant to child labor.
2. Sustain participation in schooling by children identified by the project as previously engaged in or at high-risk of entering child labor.
3. Improve livelihoods for households of children engaged in or at high-risk of entering child labor.
4. Enhance awareness of the risks of child labor and benefits of educating children in areas of tea production.
5. Enhance capacity of government, employers' and workers' groups, the private sector, and civil society to address child labor issues.
6. Enhance knowledge base on child labor in areas of tea production.

C. Targets and Partners

1. Targets

Applicants must target children ages 5-17 engaged in or at high-risk of involvement in child labor in the production of tea, and their households, in areas of tea production throughout Rwanda. Applicants must target the districts of Nyaruguru, Huye, and Nyamagabe in the South Province, the districts of Karongi, Ngororero, Rubavu, Rutsiro, Rusizi, and Nyamasheke in the West Province, and the districts of Rulindo and Gicumbi in the North Province. To mitigate potential negative effects that could result from focusing on combating child labor in only one sector in a targeted geographical area, Applicants must propose an integrated area-based approach in their proposal. The integrated area-based approach must include a focus on the significant reduction of child labor in the production of tea, but also allow for the provision of services to children engaged in other forms of exploitative child labor in target areas, such as child labor in other forms of agriculture, herding, mining, and the informal sector, including domestic service. Provision of services to households should likewise be based on an area-based approach.

Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify: (1) children in tea producing areas who are engaged in child labor; (2) children at "high-risk" of entering child labor in the targeted sector/geographic areas, and (3) households to receive livelihood services to make them less reliant on child labor to meet basic needs. Applicants must provide a specific set of criteria by which they would define work in sectors targeted by the project as forms of child labor. The set of criteria must, at a minimum, incorporate international standards on child labor (ILO Conventions 182 and 138) as well as the country's existing regulatory framework defining child labor. Applicants may only serve households with children who are assessed as either engaged in child labor or at high-risk of entering child labor. Applicants must prioritize households with child workers identified as potential beneficiaries. The criteria should include an analysis of household incomes and exposure to food insecurity, inability to meet basic needs, poor health, and other factors related to vulnerability.

For the project(s) funded based on this SCA, the target populations must be classified in two ways: children and households. Children receiving project services must be under the age of 18 years and either engaged in or at high-risk of becoming engaged in labor in target areas. The project must involve an assessment of each

beneficiary child and their household to determine the most appropriate type of educational and/or livelihood service to be provided and may include services for children at high-risk of entering child labor between the ages of 5 and 18 years, including siblings of child laborers.

If applicable, Applicants may provide services to former USDOL project beneficiaries under the age of 18. However, they must provide a justification for doing so and seek agreement from USDOL on how the project will report on such beneficiaries.

Applicants should demonstrate knowledge and incorporate issues of gender and cultural traditions and norms pertaining to and impacting child labor and education in target areas, including how these issues will be considered while implementing project activities.

2. Partners

In preparing their applications and in determining project interventions, Applicants must consult with the following key stakeholders: the GoRw, tea companies, tea cooperatives, smallholder tea farmers, and children engaged in child labor and members of their households. Applicants should also consult with organizations working on efforts to address child labor and its root causes, including: international organizations; non-governmental organizations (NGOs); faith-based organizations and community development associations; trade unions; and employers' and teachers' organizations. Applicants must include a brief description of the consultative process undertaken in preparing their proposal.

USDOL encourages Applicants to establish partnerships that advance the goals of the award, including partnerships with tea companies, tea cooperatives, and smallholder tea farmers. Efforts should be made to avoid duplication and to build upon previous USDOL-funded activities in the country and other current child-labor related initiatives carried out by other organizations. Applicants must also demonstrate efforts to coordinate with relevant projects funded by other U.S. Government agencies, including USAID's Rwanda Integrated Improved Livelihoods Program, and the Akazi Konoze, Higa Ubeho, and Sustaining Partnerships to Enhance Rural Enterprise and Agribusiness Development projects.²²

D. Project Interventions

In responding to this solicitation, Applicants must:

1. Propose strategies to develop, implement, and institutionalize a CLMS in cooperation with the GoRw and willing actors from the tea industry, including tea companies and cooperatives. Applicants should consider adapting the USDOL-funded REACH project CLMS.
2. Propose strategies to strengthen the enforcement of labor laws relevant to child labor on smallholder farms.
3. Use an integrated area-based approach and propose strategies to significantly reduce child labor in the production of tea through the direct provision of education, livelihood, and other relevant services, including activities that link project beneficiaries with existing social programs in Rwanda.
4. Propose strategies to promote decent work for older children and economic opportunities for Rwandan households most vulnerable to child labor in tea growing areas.
5. Propose an awareness raising strategy that targets specific hazards found in the production of tea, along with general awareness-raising of the dangers of child labor and benefits of children's education.
6. Conduct a baseline and endline survey on child labor prevalence in all tea producing regions of Rwanda.

²² USAID. Integrated Improved Livelihood Program, [online] [cited February 27, 2013]; http://transition.usaid.gov/rw/our_work/programs/docs/projectsoverview/eg/iilp.html. See also Education Development Center Inc. Akazi Kanoze: Youth Livelihoods Project, USAID, [online] [cited February 27, 2013]; <http://akazikanoze.edc.org/>. See also Global Communities. Higa Ubeho program, USAID, [online] [cited February 27, 2013]; <http://www.globalcommunities.org/rwanda>. See also USAID. Sustaining Partnerships to Enhance Rural Enterprise and Agribusiness Development (SPREAD), [online] [cited February 27, 2013]; http://transition.usaid.gov/rw/our_work/programs/docs/projectsoverview/eg/spread.html.

7. Propose strategies to build the capacity of the GoRw to address child labor in tea growing areas and worker safety issues.
8. Explain how the proposed project will promote transparency and accountability.

Applicants must address the following major strategic areas:

1. Monitoring: CLMS and Labor Law Enforcement

Applicants must propose activities that strengthen Rwanda's capacity to monitor and combat child labor. Applicants must propose capacity building strategies that contribute to the (1) development, implementation, and institutionalization of a CLMS in tea growing areas and (2) effective enforcement of laws relevant to child labor. Applicants must:

1. Propose strategies to develop, implement, and institutionalize a CLMS in tea growing areas, including by:
 - Assisting willing actors from the tea industry, including tea companies and cooperatives, to monitor child labor;
 - Training tea plantation workers and tea cooperative members on child labor issues;
 - Strengthening the GoRw's capacity to perform labor inspections on smallholder tea farms and report child labor information through a CLMS, and;
 - Adapting the CLMS model initiated under the USDOL-funded REACH project.
2. Identify and assess gaps in efforts to enforce labor laws, with a focus on laws relevant to child labor in areas of tea production; and
3. Propose strategies to fill the most significant of these gaps.

As part of efforts to improve national capacity to enforce child labor laws, Applicants must carry out an initial assessment of Rwanda's labor inspection mechanisms and obstacles to effective enforcement of labor laws, particularly those relevant to child labor, including in areas of tea production. [The primary focus of the assessment should be on labor laws that protect children and their families from exploitation and labor laws, whether covering the minimum age for employment, forced labor, discrimination, freedom of association and collective bargaining, and working conditions, that if not enforced lead to exploitative child labor.]. Applicants must propose strategies by which the project will carry out additional research to isolate findings about gaps and weakness in the system and its operation and develop recommendations for strengthening labor law enforcement, including the enforcement of child labor laws. This may include a qualitative and quantitative assessment of secondary data or primary data. Surveys through key informant interviews or other data collection strategies may gather data on the present state of the labor inspection system, as well as the role of the labor inspectorate in the broader enforcement infrastructure. At a minimum, the project will provide detailed analyses of the following:

- Organizational set up of the labor inspection system at central and decentralized levels, including the relationship between central and regional systems;
- Status, number, and capacity of labor inspectors, including recruitment processes, training opportunities and frequency, and whether labor inspectors are hired as career employees or for limited appointments;
- Major laws and regulations relating to the national labor inspection system;
- Inspection manuals, protocols, and methodological guidance, including for gathering evidence;
- Inspection visits, including external obstacles;
- Preventive role of labor inspections, including any targeted inspection strategies;
- Comprehensiveness of labor inspection coverage, including in the formal and informal sectors, and across industries and geographical areas;
- Types of inspection-related data systematically collected and monitored;
- Programming of inspections and procedures for following up on violations and triggering remediation;
- Sanctions and administrative processes for imposing and collecting fines and achieving remediation of violations identified;

- Labor inspectors' relationship and engagement with social partners; and
- Budget and institutional capacity.

Applicants must describe their previous experience conducting related work and the approach they would employ in conducting labor inspectorate assessments. Applicants should develop a list of research questions they will seek to answer in the assessment and detail the approach that will be taken in Rwanda.

2. Education

Applicants must propose strategies for promoting children's access to education and training opportunities as a means of reducing child labor in areas of tea production. Applicants must demonstrate knowledge of Rwanda's formal, non-formal, and TVET systems, school calendar(s), and existing policies and programs that seek to (1) promote children's access to education and (2) combat child labor. Applicants must support the provision of healthy learning environments for children and take steps to ensure that goods, services, schools (including classrooms, training facilities, restroom facilities, latrines, and wells), and other learning environments provided by, used, or sponsored by the project (the Applicant, its subgrantees and/or subcontractors) are safe and do not pose a threat to the mental or physical well-being of project beneficiaries. Applicants may also propose strategies for renovating classrooms to improve the quality and relevance of education for target children.

As part of a strategy to provide educational services, Applicants must:

1. Identify and assess the most significant obstacles preventing children engaged in or at high-risk of involvement in child labor from accessing and completing primary and secondary school.
2. Propose strategies that complement or strengthen ongoing government efforts to promote education and vocational training for target beneficiaries in Rwanda (e.g., school feeding programs, TVET systems, enterprise training partnerships, birth registration, etc.).²³
3. Propose strategies that promote children's continued enrollment, retention, and completion of educational or vocational training services.
4. Propose direct delivery of education and training services using an integrated area-based approach that targets children involved in the production of tea, with a focus on smallholder farms.
5. Propose strategies to promote community involvement in providing children access to education and healthy learning environments as well as improving the quality of education and training programs, including teacher training and incorporating child labor issues in school curricula.
6. Develop a plan to inspect schools and other learning environments that the Applicant proposes to use either for direct service delivery or for referral to meet the needs of children and their households.

Applicants are encouraged to:

7. Develop appropriate partnerships and linkages with tea industry entities, communities, local government, NGOs, and international and/or local organizations to improve school infrastructure, which may include the construction of new schools, renovating classrooms, building latrines, and digging wells. Any construction of educational structures must adhere to national building standards.
 - a. In some instances, USDOL may approve the use of up to 10 percent of project budget for constructing new educational structures, including structures for secondary school, and renovating classrooms, building latrines, and digging wells. Any and all construction conducted by the project must adhere to national building standards and must only be carried out after receiving USDOL approval. Applicants unable to adhere to this threshold given the state of school conditions must either (1) consider proposing alternative sites for the delivery

²³ World Food Programme. "Working With Rwanda Government to Develop Home Grown School Meals." [online] August 16, 2012 [cited December 18, 2012]; <http://www.wfp.org/node/3566/3984/287888>. See also Mugisha I. "Rwanda: New School Feeding Programme in the Pipeline." newtimes.co.rw [online] August, 2012 [cited January 10, 2013]; <http://www.newtimes.co.rw/news/index.php?i=15086&a=57150>. See also Government of Rwanda. Strategic Plan for the Integrated Child Rights Policy in Rwanda. Kigali, August 2011. http://www.unicef.org/rwanda/RWA_resources_icrpstratplan.pdf.

- of project services, or (2) propose an alternate level of funding for construction, including a justification for the proposed amount in the budget narrative of the cost proposal.
8. Develop appropriate partnerships and linkages with tea industry entities, communities, local government, NGOs, and international and/or local organizations to provide care for young children accompanying their parents to work and allow older siblings to attend school rather than watch their younger siblings. Such partnerships and linkages may include mother-child care co-ops, nursery schools, and sustainable summer educational programs.

While dependent on the date of project funding relative to the school calendar, USDOL encourages Applicants to provide direct educational services and training to as many beneficiaries as possible beginning in the second year of the project. During the first year, applicants are expected to begin building the networks necessary to begin placing children in educational opportunities during the final three years of the project.

3. Livelihoods

Applicants must propose strategies to promote improved livelihoods for households of target children in order to help households offset income currently earned by children. Livelihood services may include education, training, social capital, and employment services, as well as economic strengthening, productivity transfers, cooperatives, and improved access to savings and credit (while education and training represent livelihood services, for the purposes of this solicitation, education and vocational training for children under 18 years are covered under the previous section on Education). Applicants are expected to provide direct livelihood services to beneficiaries beginning in the second year of the project. As part of a strategy to provide livelihood services, Applicants must:

1. Assess and describe the most significant obstacles that keep households of working children or children at high-risk of entering child labor from achieving sustainable livelihoods without depending on child labor.
2. Propose strategies that address those obstacles and provide livelihood services to beneficiary households according to their needs in tea growing areas of Rwanda.
3. Propose strategies to develop and institutionalize programs that provide training on safe, decent, and sustainable work in agriculture, including in the production of tea. Strategies should include components of occupational safety and health (OSH), farm management, crop rotation and diversification, and training that will improve the skills and productivity of Rwanda's agricultural workforce, including tea cooperatives and smallholder farmers. Strategies targeting agriculture should also include linkages to new markets and access to inputs (i.e., improved seeds, pesticides, crop insurance, etc.).
4. Propose a strategy to link beneficiaries to existing livelihood services or programs in Rwanda (e.g., savings and credit cooperatives (SACCOs), TVET, adult literacy, businesses classes, and the Rural Income Through Exports (PRICE) project, Vision 2012 Umurenge, Ubudehe, Girinka, and Kuremere programs).²⁴
5. Propose a strategy for actively promoting and securing the commitment and ownership of government and other local stakeholders for proposed livelihood services in order to enhance the likelihood that effective services or models will continue beyond the life of the project.
6. If proposing to implement micro-credit interventions, Applicants must include a description of the assessed need of these interventions among the target population and a strategy for guarding against possible negative impacts on the livelihoods of target beneficiaries or other possible unintended

²⁴ Winrock International. Winrock Child Labor Community Engagement Toolkit: Best Practices and Resource Materials drawn from the REACH Project. Kigali, February, 2013. See also Government of Rwanda. "Vision 2020 Umurenge: An Integrated Local Development Program to Accelerate Poverty Eradication, Rural Growth, and Social Protection." http://www.usaid.gov/rw/our_work_for_partners/images/vision2020umurengeprogramvupaugust2007.pdf. See also Republic of Rwanda. Ubudehe: The Community plays an active role in solving problems at cell level, [online] 2012 [cited January 16, 2013]; <http://www.rgb.rw/main-menu/innovation/ubudehe.html>. See also The Independent. "Rwanda: Mooing Away." [allafrica.com](http://allafrica.com/stories/201201110828.html) [online] January 11, 2012 [cited December 18, 2012]; <http://allafrica.com/stories/201201110828.html>. See also Republic of Rwanda. Girinka Program, Ministry of Agriculture and Animal Resources, [online] [cited February 27, 2013]; http://www.minagri.gov.rw/index.php?option=com_content&view=article&id=207%3Agirinka-program&catid=66%3Agirinka&Itemid=43&lang=en. See also Ministry of Agriculture and Animal Resources. Rural Income Through Exports (PRICE), [online] [cited November 14, 2012]; http://www.minagri.gov.rw/index.php?option=com_content&view=category&layout=blog&id=205&Itemid=312&lang=en.

consequences, such as the potential of encouraging child labor as a means for households to access microfinance.

4. Youth Employment

Applicants must propose strategies to promote safe and sustainable youth employment in geographical areas of tea production. Applicants targeting older children or youth of legal working age, particularly children ages 16 to 17 years, must consider providing direct services, such as OSH interventions and other direct services as a means of transitioning children in unsafe working conditions into safe, acceptable work. Strategies must be based on labor market research in order to ensure youth are not trained in oversaturated markets. As part of a strategy to promote safe youth employment, Applicants must:

1. Assess the working conditions of children of legal work age in geographical areas of tea production to determine whether they are working under unsafe conditions.
2. Propose strategies to link project beneficiaries of legal working age with existing programs that protect working children from hazards in the workplace or training programs (e.g., GAKO Organic Farming Training Center) that provide training on safe, decent, and sustainable work for youth, including youth working in agriculture.
3. Propose a strategy to transition children of the legal working age from child labor into acceptable work, including by addressing OSH issues or reducing hours of works or time of work to conform with international standards and national laws.
4. Propose strategies that address the lack of sufficient or sustainable decent work opportunities for youth and any assessed mismatches between the skills of youth (or training offered to them) and decent work opportunities/demand in the job market.
5. Propose strategies to develop and institutionalize youth training programs. Strategies should include OSH, farm management, and vocational education and farmer field schools.

5. Raising Awareness

Applicants must propose strategies for raising awareness and conducting social mobilization campaigns that promote understanding of child labor, its impact and potential solutions, including the importance of education to children's long-term welfare and future employability. Specifically, targeted awareness-raising must provide information about specific dangers experienced by those working in the production of tea. As needed, Applicants should propose ways of raising awareness of child labor among children, households, and communities. Applicants should consider the use of new technologies, such as social media, in designing their awareness-raising strategies. Applicants should consider strategies that have a positive impact in promoting schooling or training of children and youth, that can be used to help reduce child labor in a specific sector, or that address a specific workplace hazard.

As part of a strategy to raise awareness, Applicants must propose strategies that build upon or complement (and not duplicate) existing awareness-raising campaigns that promote children's rights, including access to education. Applicants must propose an awareness raising strategy that targets tea companies, cooperatives, and smallholder farms on specific hazards found in the production of tea. In addition, this strategy must include general awareness-raising on the dangers of child labor and Rwanda's labor laws, particularly those relevant to child labor including the ministerial order determining the list of the worst forms of child labor.²⁵ In order to enhance the effectiveness of delivery of services to reduce child labor, Applicants should seek to begin awareness-raising efforts within the first year of the project or at the earliest possible date prior to delivery of services.

6. Strengthening Institutional Capacity and Policies

Applicants must propose activities that strengthen (1) integration and/or expansion of strategies to reduce child labor into specific social policies or programs; (2) development and implementation of strategies that demonstrate

²⁵ Government of Rwanda. Law regulating Labour in Rwanda, Public Law Number 13/2009, (May 27, 2009); <http://www.mifotra.gov.rw/documents/Laws/NEW%20LABOUR%20LAW%20N13.2009%20OF%2027.5.2009.pdf>. See also Government of Rwanda. Ministerial order determining the list of worst forms of child labour, their nature, categories of institutions that are not allowed to employ them and their prevention mechanisms, Public Law Number 06, (July 13, 2010).

innovative and cost effective ways to reduce child labor and enhance sustainable livelihoods of targeted households. Applicants may propose strategies to develop the capacity of government, employers' and workers' groups, the private sector, and civil society. In particular, Applicants should propose strategies to build the capacity of the Ministry of Public Service and Labor (MIFOTRA), Ministry of Gender and Family Promotion (MIGEPROF), Ministry of Agriculture and Animal Resources (MINAGRI), Ministry of Trade and Industry (MINICOM), Ministry of Education (MINEDUC), Ministry of Justice (MINIJUST), Ministry of Local Government (MINALOC), Rwandan National Police (RNP), Workforce Development Authority (WDA), National Agricultural Export Development Board (NAEB), National Advisory Committee on Child Labor, National Commission for Children (NCC), Rwanda Demobilization and Reintegration Commission, National Commission on Orphans and Vulnerable Children, Inter-Ministerial Committee on Children's Rights, Child's Rights Observatory, and district governments to address child labor in tea growing areas and worker safety issues. As part of a strategy to strengthen institutional capacity, Applicants must:

- Identify and assess gaps in child labor-relevant programs and policies;
- Propose strategies to secure linkages with government and social partners and draw on proven good practices to build a cost effective model(s) to significantly reduce child labor, which can be scaled up and widely applied to similar vulnerable populations throughout the country;
- Focus capacity strengthening efforts at the district, sector, cell, and village level (e.g., Kigali City Council, local child labor committees, child protection committees, gender-based violence committees, education officers, agriculture extension workers, community volunteers, labor inspectors, police, teachers, etc.);
- Propose strategies for OSH in tea production, including by:
 - incorporating child labor and OSH into agriculture and tea sector policies;
 - promoting safe working conditions for children of the legal working age and members of their households;
 - supporting the development and implementation of OSH guidelines; and
 - working with stakeholders, including government, unions, and employers, to bolster OSH inspection, enforcement, and remediation systems.
- Describe why proposed strategies would be effective for building institutional capacity.

7. Social Protection

If applicable and available, Applicants may propose activities that link project beneficiaries with existing social programs in Rwanda that could have a positive impact in reducing child labor, promoting children's participation in schooling, and securing sustainable livelihoods for target households. As part of a strategy to link project beneficiaries with social programs, Applicants should:

1. Identify and assess the availability of social protection programs and services in target areas and direct beneficiaries' access to them, including an explanation how they could increase children's participation in education.
2. Identify the most significant gaps in availability and/or access to social protection affecting target beneficiaries (children and their households).

If social protection services are identified in the target areas, Applicants may:

3. Propose strategies to address gaps and obstacles to direct beneficiaries' receipt of social protection services.
4. Describe why the proposed strategies would be effective for increasing direct beneficiaries' access to social protection services.

8. Supporting Research, Evaluation, and Collection of Reliable Data on Child Labor

Applicants must propose a strategy and methodology for monitoring the project's direct beneficiaries, including the education and work status of child beneficiaries. Applicants must provide details on the components of their proposed direct beneficiary monitoring system (DBMS), including at a minimum, systems/tools for collecting and

storing data, sources of data, proposed frequency for data collection, and staff responsible for monitoring and data quality control. The DBMS monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. Direct beneficiaries must be monitored at 6-month intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop initial indicators to allow them to monitor the work status of each beneficiary child at 6-month intervals. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information.

All of the above will be integrated into the Comprehensive Monitoring and Evaluation Plan (CMEP) and, where necessary, will be refined through the CMEP process (see Section VI on award administration information). As part of their strategy to support of data collection, Applicants must confirm a commitment to collaborate with USDOL External Monitoring and Evaluation Experts to develop a (CMEP) and carry out implementation evaluations after award. In addition, Applicants must commit to developing a best practices document regarding collaboration and/or partnership models for engagement of country governments, local unions, industry, and civil society, based on research and in-country experiences and expertise, regarding child labor and worker safety practices. Applicants must also commit to producing a document on child labor and OSH standards in the tea sector, based on research and in-country experiences and expertise.

As part of post-award requirements, Grantees must engage in a number of data collection and research activities, including baseline and endline surveys, a needs assessment on school conditions, a labor inspection assessment, research on child labor and OSH standards in the tea sector, a best practices document, data collection for performance monitoring, research on outcomes of interventions, and reporting evaluation described in Section VI on award administration information. During the first year, applicants are expected to conduct the baseline survey. The baseline and endline surveys must collect prevalence data on child labor in all tea producing regions of Rwanda. Applicants are encouraged to use best research practices for conducting surveys to establish child labor prevalence.²⁶ The baseline and endline surveys must also include information about children's working conditions, children's living conditions, and children's participation in education in the target areas. Applicants are required to identify whether their own staff, a partner organization, or a sub-contractor will carry out the baseline and endline surveys and describe their qualifications of conducting child labor prevalence surveys.

9. Promoting Transparency and Accountability

Given that transparency and accountability are key components of the U.S. Global Development Policy and long-term sustainability of efforts to combat child labor, Applicants must explain how their proposed projects will promote transparency and accountability, including by holding public meetings to present project results to key stakeholders, including teachers, children, and parents. Applicants are encouraged to use innovative tools and participatory approaches to ensure transparency and accountability.²⁷

E. Efforts to Address Child Labor

In designing their project strategy, Applicants should consider existing or recently ended policies and programs relevant to efforts to address child labor, including those established by government, private sector and civil society organizations. Where applicable, Applicants should give priority to working with and supporting existing or newly proposed efforts to combat child labor, target vulnerable families through social protection programs, and enhance livelihood opportunities for households. Applicants must consider the sustainability of all efforts in the design of the proposal. Key programs include:

- **The National Policy for the Elimination of Child Labor and 5-year National Action Plan to Combat Child Labor** (2013), which aims to prevent children at high-risk of entering exploitative child labor, withdraw children engaged in exploitative labor through the provision of education, rehabilitate former

²⁶ International Labour Organization. Child Labor Statistics, [online] 2013 [cited April 12, 2013]; <http://www.ilo.org/ipec/ChildlabourstatisticsSIMPOC/lang--en/index.htm>.

²⁷ U.S. Government. Fact Sheet: U.S. Global Development Policy; September 22, 2010. <http://www.whitehouse.gov/the-press-office/2010/09/22/fact-sheet-us-global-development-policy>.

- child laborers through counseling, life skills training, and medical care, raise community awareness on child labor, and establish monitoring and evaluation mechanisms on child labor, among other initiatives.²⁸
- The **Integrated Child Rights Policy and Strategic Plan** (2011), which addresses children's issues and includes funds to develop timebound programs to eliminate child labor.²⁹
 - The **12YBE Policy** (2012), which provides free education for 12 years and has contributed significantly to Rwanda's education infrastructure.
 - The **Economic Development and Poverty Reduction Strategy** (2008-2012), which is still in effect, describes the social policies and programs necessary to promote growth and reduce poverty. This strategy supports access to education and seeks to eliminate child labor.³⁰
 - The **National Employment Policy** (2007), which includes a set of integrated strategies for employment promotion and generation. It also provides for youth employment programs, which include child labor issues.³¹
 - The **National Social Protection Strategy** (2011), which defines social protection and outlines social development activities to assist poor households, such as providing vulnerable children with grants and free education.³²
 - The **National TVET Policy** (2008), which aims to establish a well-trained and adaptable workforce and provides educational alternatives to children who have dropped out of school.
 - The **Vision 2012 Umurenge Program**, which provides direct support through cash and in-kind transfers to child headed households and street children. This program also offers employment to vulnerable populations and has created 416 SACCOs.³³
 - The **Ubudehe Program**, which provides loans to vulnerable populations and helps communities find homegrown solutions to their problems.³⁴
 - The **Girinka Program**, which aims to improve nutrition and provide access to livelihood opportunities and organic fertilizers for poor households through the ownership of dairy cows.³⁵
 - The **Kuremere Program**, which aims to generate employment and entrepreneurship among youth.³⁶

²⁸ ILO Committee of Experts. Individual Direct Request concerning Minimum Age Convention, 1973 (No. 138) Rwanda (ratification: 1981) Published: 2012.

http://www.ilo.org/dyn/normlex/en/f?p=1000:13100:0::NO:13100:P13100_COMMENT_ID,P11110_COUNTRY_ID,P11110_COUNTRY_NAME,P11110_COMMENT_YEAR:2700008,103460,Rwanda,2011. See also Winrock International official. E-mail communication to USDOL official. March 6, 2013.

²⁹ Republic of Rwanda. Strategic Plan for the Integrated Child Rights Policy in Rwanda. Kigali, August 2011.

http://www.unicef.org/rwanda/RWA_resources_icrprstratplan.pdf. See also U.S. Embassy- Kigali. reporting, January 18, 2012.

³⁰ Republic of Rwanda. Economic Development and Poverty Reduction Strategy 2008-2012. Kigali, September, 2007.

http://www.undp.org/rw/EDPRS_2008-2012.pdf. See also U.S. Embassy- Kigali official. E-mail communication to USDOL official. February 19, 2013. See also U.S. Embassy- Kigali official. E-mail communication to USDOL official. February 19, 2013.

³¹ Republic of Rwanda. National Employment Policy. Kigali, MIFOTRA December, 2007.

<http://www.mifotra.gov.rw/documents/Policies/National%20Employment%20Policy.pdf>.

³² Republic of Rwanda. National Social Protection Strategy. January, 2011.

<http://www.ilo.org/gimi/gess/RessShowRessource.do?ressourceId=23208>. See also USAID. Economic Opportunities for Low-Income Women and the Very Poor in Rwanda. Academy for Educational Development, World Council of Credit Unions, CARE USA, Opportunity International, May, 2010.

³³ Kalanidhi Subbarao, Carlo del Ninno, Colin Andrews, Claudia Rodriguez-Alas. Public Works as a Safety Net: Design, Evidence, and Implementation. Washington, DC, World Bank. 2013. See also Republic of Rwanda. "Vision 2020 Umurenge: An Integrated Local Development Program to Accelerate Poverty Eradication, Rural Growth, and Social Protection."

http://www.usaid.gov/rw/our_work_for_partners/images/vision2020umurengeprogramvupaugust2007.pdf. See also USAID. Economic Opportunities for Low-Income Women and the Very Poor in Rwanda. Academy for Educational Development, World Council of Credit Unions, CARE USA, Opportunity International, May, 2010.

³⁴ Republic of Rwanda. Rwanda to enhance social protection measures, [online] 2012 [cited January 16, 2013];

<http://www.gov.rw/Rwanda-to-enhance-social-protection-measures>. See also Republic of Rwanda. Ubudehe: The Community plays an active role in solving problems at cell level, [online] 2012 [cited January 16, 2013]; <http://www.rgb.rw/main-menu/innovation/ubudehe.html>.

³⁵ Winrock International. Winrock Child Labor Community Engagement Toolkit: Best Practices and Resource Materials drawn from the REACH Project. Kigali, February, 2013. See also The Independent. "Rwanda: Mooing Away." *allafrica.com* [online] January 11, 2012 [cited December 18, 2012]; <http://allafrica.com/stories/201201110828.html>. See also Republic of Rwanda. Girinka Program, Ministry of Agriculture and Animal Resources, [online] [cited February 27, 2013]; http://www.minagri.gov.rw/index.php?option=com_content&view=article&id=207%3Agirinka-program&catid=66%3Agirinka&Itemid=43&lang=en.

- The **Isange Centers**, where victims of abuse and exploitation can go for medical, legal, and psycho-social services.³⁷
- The **National Health Insurance Policy** (2010), which aims to provide the most vulnerable and poorest segments of the population with access to health care services.³⁸
- The NCC's **Child Deinstitutionalization Program**, under which Rwanda's orphanages will gradually be closed, and children will be cared for by communities and extended families.³⁹
- **Community-based welfare schemes**, which include rotating village savings and loans associations or SACCOs (*Ikimina* or *Umuryango* in Kinyarwanda) that target the poor. Some SACCOs are owned by farmers and provide specialized agricultural products to their members.⁴⁰
- The **World Food Programme**, which provides nutritional support and food to vulnerable communities.
- The **Sustainable Growth for Jobs and Exports Program**, which promotes agribusiness and improved value chains in exports crops, such as tea and coffee.⁴¹
- The **Strategic Plan for the Transformation of Agriculture**, which supports entrepreneurship development and strengthens the environment for agro-business.⁴²
- Rwanda's **Vision 2020**, which aims to transform agriculture into a productive, market-oriented, and high value sector.⁴³
- The **Crop Intensification Program**, which promotes the consolidation of land for mechanized farming and works through a network of cooperatives to facilitate training, synchronized seed delivery, and the growth of the same crop on adjoining plots of land.⁴⁴
- The **PRICE Project**, which aims to raise smallholder farmers' income in the tea, coffee, horticulture, and sericulture sectors by piloting farmer field schools to teach improved practices in agriculture over 7-years. The PRICE project is implemented by the MINAGRI.⁴⁵
- The **NAEB Programs to Combat Child Labor**, which includes hosting monthly meetings on preventing child labor and conducting free audits of tea plantations that include child labor issues.⁴⁶ The NAEB also participates in the development of policies and strategies for the tea sector, issues certificates of origin for all tea exports, and supports research and agricultural extension services.⁴⁷

³⁶ Winrock International. Winrock Child Labor Community Engagement Toolkit: Best Practices and Resource Materials drawn from the REACH Project. Kigali, February, 2013.

³⁷ News of Rwanda. "Rwanda: Isange One Stop Center a Solution to GBV." [online] December 14, 2012 [cited January 16, 2013]; <http://allafrica.com/stories/201212170001.html>.

³⁸ Republic of Rwanda. Rwanda National Health Insurance Policy. Kigali, Ministry of Health April, 2010. See also Republic of Rwanda. Rwanda to enhance social protection measures, [online] 2012 [cited January 16, 2013]; <http://www.gov.rw/Rwanda-to-enhance-social-protection-measures>.

³⁹ Broadhead I. "Rwanda Child Policy Spells Possible End of Orphanages" voanews.com [online] March 13, 2012 [cited January 16, 2013]; <http://www.voanews.com/content/rwanda-child-policy-spells-possible-end-of-orphanages-142619126/179890.html>. See also National Commission for Children official. Interview with USDOL official. February 5, 2013. See also U.S. Embassy- Kigali. reporting, February 14, 2013.

⁴⁰ USAID. Economic Opportunities for Low-Income Women and the Very Poor in Rwanda. Academy for Educational Development, World Council of Credit Unions, CARE USA, Opportunity International, May, 2010. See also Mfoniso Umoh, Satyam Bakliwal. A Sustainable Access to Financial Services for Investment (SAFI) project: Learning Document on Poverty Targeting and Financial Inclusion. CARE Rwanda. July, 2011.

⁴¹ Republic of Rwanda. Economy: Sustainable Growth For Jobs and Exports, Office of the President, [online] [cited 2013 January 10,]; <http://www.presidency.gov.rw/economy/183-economy-sustainable-growth-for-jobs-and-exports>.

⁴² Republic of Rwanda. Strategic Plan for the Transformation of Agriculture in Rwanda – Phase II (PSTA II), Ministry of Agriculture and Animal Resources, December 2008.

⁴³ Republic of Rwanda. Rwanda Vision 2020. Kigali, Ministry of Finance and Economic Planning; July, 2000.

⁴⁴ USAID. Property Rights and Resource Governance: Rwanda. USAID Country Profile; February, 2012. <http://www.usaidlandtenure.net/country-profiles/rwanda>. See also USAID. Rwanda: Assistance with Land Law and Implementing Laws and Regulations. September, 2005.

⁴⁵ Ministry of Agriculture and Animal Resources. Rural Income Through Exports (PRICE), [online] [cited November 14, 2012]; http://www.minagri.gov.rw/index.php?option=com_content&view=category&layout=blog&id=205&Itemid=312&lang=en. See also Ministry of Agriculture and Animal Resources official. Interview with USDOL official. February 5, 2013.

⁴⁶ Winrock International. Rwanda Education Alternatives for Children. Technical Progress Report. Washington, DC; April 30, 2012. See also Winrock International. Child Labor in the Tea Sector: Case Study of Nyamasheke, Nyaruguru and Gicumbi Washington, DC; 2012. See also National Agricultural Export Development Board official. Interview with USDOL official. February 8, 2013.

⁴⁷ Winrock International. Child Labor in the Tea Sector: Case Study of Nyamasheke, Nyaruguru and Gicumbi Washington, DC; 2012.

F. Requirements

1. Pre-application

a) Proposal Research

In designing the project, Applicants must carry out a pre-award needs assessment to identify key factors contributing to children's involvement in child labor, including barriers to education, and gaps in current education, social protection, and livelihood service provision. The assessment should inform project design and determine relevant and effective interventions. Applicants must preliminarily identify the types of work in which children engage in the tea sector and geographic regions. Other factors that may be included in the assessment are: hours and conditions of work; age and sex distribution of beneficiary children; educational performance of proposed beneficiaries relative to other children; economic and social profiles of targeted households; and research or other data that might indicate correlations between child labor, sustainable livelihoods, and educational performance. The pre-award needs assessment will serve as a basis for a more detailed baseline assessment to be conducted post-award.

b) Host Government Consultations

USDOL has informed host government ministry officials of the proposed award. Applicants must consult with the GoRw to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government's efforts to reduce child labor. Applicants should discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications and in developing project interventions. Efforts should be made to avoid duplication, enhance collaboration, and develop synergies with government efforts. Applicants should seek opportunities to coordinate and/or collaborate, as appropriate, with relevant government agencies/ministries at the national, regional, and local level, including the following:

- MIFOTRA;
- MIGEPROF; MINAGRI, including the NAEB;
- MINALOC;
- MINEDUC;
- MINICOM;
- MINIJUST; National Advisory Committee on Child Labor;
- NCC;
- RNP;
- WDA; and
- District Governments.

2. Post-Award

Grantees must comply with the following post-award requirements. Grantees must adhere to all of the post-award requirements outlined in the Management Procedures and Guidelines (MPG) and summarized below.

a) Project Document

The Grantee(s) is required to carry out a review of the project strategy and project budget included in their proposal and produce a project document, in consultation with OCFT within three months of award. Operating within the scope of the approved proposal, the GOR will be involved in the development, review, and approval of the project document. The final project document (which may include refinements to the project strategy/budget) is subject to final approval by the GOR and GO. Following that review process, if further refinement of the project strategy or budget are determined to be needed by the Grantee or OCFT, the Grantee will be required to consult with the GOR in preparing and then submitting a modification to the GO proposing refinements to the project strategy and budget.

b) Subgrants and Subcontracts

Subgrants and subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process (for subcontracts, this is in accordance with 29 CFR 95.40-48). Subgrants and subcontracts are subject to audit.

G. Project Deliverables

Grantee(s) must provide the following project deliverables by the specified deadlines provided. Complete information about these deliverables is available in the MPG, which is incorporated by reference into the Cooperative Agreement.

DELIVERABLE	DEADLINE⁴⁸	SUBMIT TO
Negotiated Indirect Cost Rate Agreement Proposal	Submit within 90 days of award; Actual Costs: submitted within 6 months of award	Cognizant Agency
Project Document	Within 90 days of award	GOR
Federal Financial Report (FFR) Standard Form (SF) 425	Quarterly: January 30, April 30, July 30, October 30	E-grants
Technical Progress Report (TPR), with all required attachments including the government subaward table, common indicators, updated work plan, as described in the MPG.	Semi-annually: April 30 and October 30	GOR
Contact information for Grantee provided to USDOL, including name, address, phone and email of point of contact at Grantee headquarters and in the project country(ies).	Within 30 days of award	GOR
Written notification that key personnel have begun to work on the project.	Within 45 days of award	GOR
Government Subaward Matrix (see MPG for sample matrix).	Within 4 months of award and subsequently if additional government subawards are being proposed. Grantees must adhere to requirements on government subawards provided in the Cooperative Agreement and MPG.	GOR
Strategy for promoting sustainability. Grantee Baseline survey initiated.	Within 7 months of award	GOR
CMEP finalized, through collaboration between Grantee, USDOL, and USDOL's monitoring and evaluation (M&E) contractor.	Within 9 months of award	GOR

⁴⁸ All deadlines specified therein refer to calendar days. If a particular calendar day falls on a weekend or holiday the deadline will refer to the following business day.

Baseline survey report package.	Within 12 months of award	GOR
Labor inspection assessment	Within 12 months of award	GOR
Report on child labor and OSH standards in the tea sector.	Within 12 months of award	GOR
Review of project strategy based on baseline survey report conducted within 4 weeks of completing the baseline report. Project Revision Request submitted to USDOL, if necessary, to revise the project strategy.	Within 13 months of award	GOR
Endline survey begun.	At least 4 to 6 months prior to the end of the Cooperative Agreement period	GOR
Endline survey report package	At least 1 month prior to the end of the Cooperative Agreement	GOR
Best practices report, as well as any other proposed studies, assessments, and research activities.	At least 3 month prior to the end of the Cooperative Agreement	GOR
Government Property Inventory Disposition Request; inventory list of all real property and equipment with an acquisition value of USD 5,000 or more per unit, and supplies if aggregate value exceeds USD 5,000.	Inventory List: Submit 12 months after the Cooperative Agreement is signed and subsequently, at any time that additional real property and equipment are purchased with project funds. In all cases, a current Inventory List must be submitted at least once every two years. Final Disposition: Submit a final Inventory List at least 120 days prior to the end of the Cooperative Agreement period.	GO
Closeout Documents Checklist; Final TPR; Final Quarterly FFR/SF-425; Closeout Financial Form; Recipient's Release Form; Government Property Closeout Inventory Certification.	Within 90 days after the end of the Cooperative Agreement period	GOR GO

H. Required Staffing

1. Key Personnel

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. USDOL shall retain the authority to approve all key personnel changes throughout the life of the cooperative agreement. Key personnel must allocate 100% of their time to the project and live in the country where the project is being implemented. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award (See Section *IV.B.1.d(4)* for additional details). Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of the service and their availability to commence work within 45 days of cooperative agreement award. USDOL encourages Applicants to hire national/local staff for key personnel positions. Key personnel positions must not be combined.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Applicants must address candidates' level of competence, past experience relevant to this solicitation and qualifications to perform the requirements outlined in the Funding Opportunity Description and the Project Intervention proposed by the Applicant. Fluency in English is required, and working knowledge of French and Kinyarwanda is preferred.

The Grantee must assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English. The application will be considered non-responsive and rejected if any key personnel candidates are not designated.

USDOL has designated the following position(s) as key personnel. Requirements for each individual position follows:

Project Director:

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports).
- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders, and engages in coalition building and public-private partnerships promotion.
- Experience in a leadership role in implementing development projects relevant to this solicitation.

Education Specialist:

- Minimum of three years of experience in a leadership position responsible for developing education interventions and the technical aspects related to the Applicant's proposed strategy, including student assessment, teacher training, educational materials/curriculum development, educational management, and educational monitoring and information systems, as applicable.
- Experience in basic and secondary education projects.
- Understanding of child labor issues, including special educational needs of children removed from child labor when they enter/return to school.
- Experience working with vulnerable children and their households, preferably in Rwanda.
- Experience working successfully with the MINEDUC and other government agencies, networks of educators, employers' organizations, and trade unions or comparable entities.

Livelihoods Specialist:

- Minimum of three years of experience in a leadership position responsible for developing livelihood interventions and the technical aspects related to the Applicant's proposed strategy, including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection.
- Experience in projects promoting livelihood interventions, as applicable.
- Understanding of child labor issues, including youth employment and OSH.
- Experience working successfully with government agencies and private organizations engaged in promoting improved livelihoods for households and the provision of social protection services.
- Experience working with employers' organizations, trade unions or other civil society organizations.

Monitoring and Evaluation Officer:

- Minimum of five years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.

- Bachelors or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring and evaluation and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to M&E field officers.
- Ability to facilitate and serve as a project liaison for externally-managed evaluations.

2. Other Professional Personnel

Applicants must identify any other professional program personnel deemed necessary to carry out the proposed strategy and provide justification for including these individuals.

Applicants must hire Local Coordinators who will live in areas of intervention and be responsible for implementing project activities at the regional and local levels. These individuals must have at least five years of experience working with authorities and vulnerable and excluded local populations. The Local Coordinators must have an understanding of child labor issues among indigenous groups in the targeted regions and a strong capacity to generate dialogue among a diverse range of groups. These individuals must have experience in working successfully with indigenous groups, government ministries, agencies, and private organizations engaged in promoting child protection priorities at the local levels. Fluency in English and working knowledge of French and Kinyarwanda is preferred. Among the responsibilities of the Local Coordinators will be to (1) facilitate communication with regional and local authorities, local child-related committees, and regional offices of the MIFOTRA, MINEDUC, and other national government agencies; (2) coordinate activities with local subgrantees or subcontracts; (3) design consultations and raise awareness of child labor among local communities and help design local child-labor plans; and (4) promote project sustainability and partnerships with the private sector and other organizations that work on child-labor related issues.

II. AWARD INFORMATION

Award information is provided on the cover page (page 1) of the SCA.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s), capable of successfully reducing children's participation in child labor and developing and implementing educational and livelihoods programs to serve them is eligible to apply. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries through actions that support these aims. This SCA is for the award of a new cooperative agreement with specific project objectives and outcomes as outlined in this SCA. As such, Applicants may not submit applications to renew or supplement an existing project.

Public International Organizations (PIOs) are eligible to apply. However, USDOL requires that PIOs and all other entities that elect to apply for this grant opportunity adhere to the specific requirements outlined in this SCA concerning audits and counter-terrorism. In negotiating an award with a PIO, USDOL will discuss the inclusion of appropriate language acknowledging the rights and privileges as currently established and afforded to PIOs by the U.S. Government in accordance with U.S. law.

Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in OMB Circular A-133. Applicants must also demonstrate in-country presence -either independently or through a relationship with another organization with country presence (i.e., a subgrantee or subcontractor)- enabling them to initiate program activities upon award of the cooperative agreement (see Section IV. Application and Submission Information).

The following Applicants (including subgrantees/subcontractors) will not be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended.
- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

B. Cost Sharing or Matching

No cost share is required (including in-kind contributions or matching fund contributions). However, USDOL welcomes applications that include cost share. Applicants that propose cost share must indicate the nature; source(s) of funds and/or in-kind contributions; the amount/estimated value in U.S. dollars; and the proposed project activities to be performed with these resources. They must also explain how these activities will complement and enhance project objectives. Grantees will be required to report on those funds in their quarterly SF-425 and are liable for the full amount of the funds during the life of the cooperative agreement.

Cost sharing, including funds from subgrantees and/or subcontractors, must be used to support the work of the project or defray its costs. Applicants may not make the award of a subgrant or subcontract contingent upon a subgrantee or subcontractor agreeing to provide matching funds.

C. Other

USDOL's OPS will screen all applications for responsiveness. If deemed non-responsive, the office will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness.

Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit timely application by Grants.gov or hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to register with and maintain an active account in the System for Award Management (<http://www.sam.gov>);
3. Failure to submit both a completed Technical Proposal and a completed Cost Proposal;
4. Failure to include all of the required documents and annexes in the Technical Proposal and Cost Proposal;
5. Failure to demonstrate country presence;
6. Submission of an application with an accompanying budget that exceeds the ceiling amount as specified on the cover page (page 1) of the SCA;
7. Failure to include a copy of the opinion letter(s) and a summary of audit findings for all Applicants and subgrantee/subcontractors providing services related to project intervention strategies (see section I.D.). For U.S.-based non-profit organizations that are subject to the Single Audit Act, failure to submit their most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133. For non-U.S. based and for-profit entities, failure to

submit opinion letters of the most current independent financial audit and a summary of audit findings in English. Failure to submit a version in English of the opinion letter(s) and the summary of audit findings for non-U.S.-based and for-profit subgrantees/subcontractors that will provide services related to project intervention strategies (see section I.D.);

8. Failure to designate key personnel candidates and failure to include résumés and signed letters of commitment for key personnel candidates; and
9. Failure to identify in the SCA the name of an “authorized representative” to be contacted regarding the Applicant’s proposal.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Application Package

All information needed to apply for cooperative agreement funding is included in this solicitation. The SCA application package and any amendments can be downloaded and viewed from Grants.gov by referencing the Funding Opportunity Number. In order to view the SCA and submit applications on Grants.gov, Applicants must download free Pure Edge Viewer software, available from http://www.grants.gov/Applicants/apply_for_grants.jsp. The full-text version of the SCA is also available on USDOL/ILAB’s Web site, <http://www.dol.gov/ILAB/grants/main.htm>. Required forms are available at <http://www.dol.gov/ilab/grants/SCAguidelines.htm>.

B. Content and Form of Application Submission

Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal. If either part is missing, the application will be considered non-responsive and will be rejected. Unless specified as “optional” or “as applicable,” all documents identified in this section must be included in the application package to be considered complete and responsive. Applicants’ Technical and Cost Proposals must address the project objectives and requirements outlined in the SCA. Applications must be organized as outlined below. All pages of the application must be numbered. All required documents (including annexes) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered. Applicants’ Technical Proposal must be no more than 50 single-sided, double-spaced pages (8-1/2” x 11” with 1” margins). Font size should be no less than 12-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

1. Technical Proposal

a) Abstract (Executive Summary)

The Abstract must not exceed two pages and must include: project title; name of the Applicant; proposed subgrantee(s) or subcontractor(s); summary of the proposed project design and key project activities; funding amount requested from USDOL; and total dollar value of cost share (if applicable). If using Grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.”

b) Table of Contents

The Table of Contents must list all required documents and include their corresponding page numbers.

c) Project Design Narrative

The Project Design Narrative must describe in detail the Applicant’s response to the Funding Opportunity Description. At minimum, the Project Design Narrative must contain the following sections:

(1) Background and Problem Statement

This section must not exceed three pages. Applicants must describe the situation to be addressed in the target areas and identify significant gaps in terms of policies and programs, coordination, and enforcement that need to be filled by the project. This section should also describe key aspects of the implementing environment that contribute to the situation to be addressed by the project.

(2) Objectives and Expected Outcomes

Applicant must outline a project strategy that fully responds to the project objectives and requirements discussed in Section I, as well as those identified by the Applicants. Applicants must also explain how their selected strategy will fill identified gaps and achieve the objectives and expected outcomes of this SCA.

(3) Targets and Partners

Applicants must include the project's target regions, anticipated sectors, and number of beneficiaries, including the number of children engaged in or at high-risk of entering child labor, number of youth provided with employment services, and the number of households of target children provided with livelihood services. Applicants must also identify the project's partners, including which tea companies and/or cooperatives with whom the project will be partnering.

(4) Project Interventions

Section I. includes the list of required project interventions.

(5) Comprehensive Monitoring and Evaluation Plan Agreement and M&E Capacity Statement

The CMEP is a tool to integrate and guide the project's monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. It is also intended to serve as a management tool and facilitate managing for results. Applicants must confirm in their proposal their commitment to collaborate with a USDOL-funded External M&E Experts and USDOL in developing the project's CMEP. Applicants must also describe their commitment to monitoring and evaluation and their capacity and approach to meeting the M&E requirements described in this SCA. These requirements include baseline and endline surveys on child labor prevalence in all tea producing regions of Rwanda, research on child labor and OSH standards in the tea sector, the best practices document, the CMEP, development and implementation of a DBMS, collaboration on externally conducted midterm and final evaluations, and performance reporting. Applicants must identify whether their own staff, a partner organization, or a sub-contractor will carry out these activities (or components of these activities) and must describe in the capacity statement how they will ensure high quality data and deliverables. In addition, Applicants must describe the qualifications of the proposed entity to implement the child labor prevalence baseline and online surveys.

(6) Results Framework

The results framework must include inputs, outputs, outcomes, and may also consider assumptions and external factors that may influence the project. The

results framework must be no longer than two pages and included as an annex. The results framework will serve as an input into the CMEP and will be refined and finalized during that process. For a template and example, please see the MPG.

(7) Work Plan

The work plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project. The work plan must be included as an annex and correspond to activities identified in the logic model and the project design narrative. Applicants may choose an appropriate format for their work plan.

d) Organizational Capacity

This section must describe the qualifications of the proposed Applicant and/or any proposed subgrantees and/or subcontractors to implement the project.

(1) International and U.S. Government Grant and/or Contract Experience

Applicants must describe any experience they have with implementing projects relevant to the Funding Opportunity Description stated objective of this SCA and provide references for past performance (no more than a total of six (6) references/projects, see Appendices for a sample format). Applicants should prioritize submission of references related to the objectives of the project. References should be included for the Applicant and all subawardees providing services related to project intervention strategies (see section I.D.). Projects included in the table must have been active within five years of the issuance date of the SCA.

(2) Country Presence and Host Government Support

Applicants must address their organization's existing presence and ability to start up project activities in the target area(s) upon signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation, which demonstrates country presence and outreach to the host government (including the MIFOTRA and any ministries from which the host government requires approval to implement technical cooperation efforts related to this solicitation) and/or relevant NGOs.

Any documents that demonstrate country presence and corroborate host government support may be included as an Annex to the Technical Proposal. This Annex will not count towards the page limit. Documentation may include official registration of the Applicant's organization in the host country(s), current Memorandum of Understanding between the Applicant and the host government, and letters of support for the proposed project from the national and/or local governments.

(3) Project Management Plan

Applicants must discuss their project management plan. It must include a narrative description of the structure of the project's management team, key personnel roles and responsibilities and the lines of authority between key personnel and other project staff directly responsible for providing direct services related to project intervention strategies. If any of the project's personnel would be employed by a subgrantee/subcontractor, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include, as an annex, a project management organization chart that provides a visual depiction of the project's management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organization chart.

(4) Personnel

Applicants must include as an annex signed letters of commitment from all proposed key personnel indicating their commitment to serve on the project. Applicants must include as an annex a one-page personnel description outlining roles and responsibilities for each key personnel and professional personnel position specified in their proposal. Applicants must also submit as an annex a one page résumé for all key personnel and other professional personnel being proposed by the Applicant.

Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and other relevant language skills (speaking, listening, reading, writing) as well as skills in French and Kinyarwanda, if any.

(5) Audit Report(s)

The Applicant's Technical Proposal **must** contain, as an annex, a copy of the opinion letter(s) and a summary of audit findings for the Applicant and all subgrantees/ subcontractors providing services related to project intervention strategies. The Applicant **must** include a cover sheet for its audit attachments. The following audit attachments are required, depending on the organization's status:

- For Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act, Applicants **must** include the summary of audit findings and opinion letter of the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133.
- Non-U.S. based and for-profit Applicants **must** submit an English version of opinion letters and a summary of audit findings from their most current

independent financial audit report.

- For all proposed subgrantees and/or subcontractors that are for-profit or non-U.S.-based organizations, Applicants **must** submit for these organizations English versions of the summary of their audit findings and opinion letters for their most current independent financial audit.
- Upon request, Applicants/Grantees will be required to submit full audit reports and/or official translations of audit reports.

2. Cost Proposal

Applicants must prepare a cost proposal as Part II of the application. Applicants must describe their financial management systems and professional expertise to plan and implement the proposed strategy in accordance with the provisions of this solicitation. Applicants must provide a narrative description and supporting documentation that demonstrate their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: (1) an SF-424 Supplemental Key Contacts Information; (2) an SF-424 Application for Federal Assistance; (3) an SF-424A Budget Information; (4) a detailed outputs-based budget and an accompanying budget narrative; (5) an indirect cost form and supporting documentation; and (6) cost sharing information, if applicable.

a) Dun and Bradstreet (DUN) Number(s)

Applicants must include their unexpired DUN number in the organizational unit section of Block 8 of the Standard Form SF-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at <http://fedgov.dnb.com/webform>. Registration is brief and can be completed immediately when requested by phone, or within one-two business days when requested through the webform.

A DUNS number is required to register with the System for Award Management (SAM), a new Web site that consolidates government procurement systems. If the Applicant has previously registered with the Central Contractor Registration and has an active record, the Applicant will have an active record in SAM. If the Applicant(s) needs to update or renew its record(s) in SAM, it will need to create a SAM user account and link it to the migrated Applicant record(s). Online registration for SAM is available through its home page <http://1.usa.gov/XH7cyD>. For additional information about DUNS number and SAM, please consult the Federal Desk Service at <http://1.usa.gov/UxywPd>.

b) Required Standard Forms

SF-424 Supplemental Key Contacts Information: This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person.

SF-424 Application for Federal Assistance: This form must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant must be shown in Section 18.b.

SF-424A Budget Information (Non Construction Programs): This form must include all costs for proposed activities. If applicable, in line 6 Applicants must include construction activities that are: 1) over \$5,000; and/or 2) for the construction of a permanent structure (latrines, wells).

c) Outputs-Based Budget

The Cost Proposal must include a summary outputs-based budget, along with specific outputs-based budgets for each Applicant and proposed subgrantee/subcontractor. The outputs-based budget must correspond to the SF 424 and SF 424A. The outputs-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in 2 CFR 230. The budget will become part of the cooperative agreement in the event of award and any costs omitted by the Applicant may not be allowed to be included after award. Applicants may not rely on other contracts, grants, or awards to implement the Applicant's proposed strategy. The budget submitted with the application must include all necessary funds to implement the proposed project strategy. USDOL will not provide any additional funding to cover unanticipated costs.

The detailed Outputs-Based Budget must present costs in a manner that links activities, objectives, and outputs reflected in the project design narrative, work plan, and results framework and demonstrate cost-effective allocation of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to direct intervention rather than to direct and indirect administrative costs.⁴⁹

Applicants must use the following guidance in preparing their Outputs-Based Budget:

Travel

- Allocate sufficient funds to finance appropriate in-country and international travel.
- Allocate funds for:
 - Travel by the Project Director and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (New Grantee Orientation), which will be held within two months of award (i.e., after December 2013).
 - Travel by the Project Director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or another site determined by USDOL.

Project Monitoring and Evaluation

All USDOL funded projects must allocate funds to cover the costs associated with project monitoring and evaluation activities.

Projects with a total project budget less than \$6.5 million must adhere to the following guidelines:

⁴⁹ The GO reserves the right to negotiate project and administrative cost levels before award.

- Set aside at least three percent (3%) of the project budget to cover the costs associated with project monitoring activities. This 3 percent should be included as its own line item/category within the outputs-based budget. On the Standard Form 424A, this amount can be included in budget category “6h-other”. Allocations associated with project monitoring must cover:
 - The development and implementation of DBMS.
 - Regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including any necessary travel to monitor the work status of each beneficiary.
 - The development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households.
 - The development and implementation of a system and process for validating monitoring information.
 - Support to the CMEP process including project staff in-country travel to two CMEP workshops, costs of hosting workshops (meeting rooms, etc.), training partners, and any other logistical/administrative costs (please see Section VI. Award Administration Information). Meeting reporting requirements and allocating at least \$70,000 to support the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for each evaluation such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders’ participation in the meeting.
 - Allocate a minimum of \$250,000 for conducting a baseline and an endline survey on child labor prevalence in all tea producing regions of Rwanda, a needs assessment on school conditions, a labor inspection assessment, research on child labor and OSH standards in the tea sector, a best practices document, and a research dissemination strategy, as well as any other proposed studies, assessments, and research activities (see Section VI Award Administration Information). Applicants must clarify in their budget narrative how they have allocated a sufficient amount for these activities.

Note: Costs associated with Monitoring and Evaluation (M&E) personnel should be included under the personnel line item and not be included in this budget section.

Single Audits/Attestation Engagements

- Include costs for single audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal Cognizant Agency (FCA).
- Attestation engagements are conducted at USDOL’s expense to supplement the coverage provided by the single audits that Grantees are required to arrange. There should be no costs included in the budget for attestation engagements.

Allowance for Unforeseen Costs

- Applicants must include 5 percent of the project's total direct costs to address unforeseen circumstances beyond the Grantee's control that affect specific budget lines related to:
 - Inflation affecting specific project costs
 - United Nations System or foreign government-mandated salary scale or benefits revisions
 - Exchange rate fluctuations.

USDOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of Allowance for Unforeseen Costs and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property. Use of these funds must be approved by the GO. The MPG gives guidelines for requesting approval of a budget modification to re-allocate funds under the Allowance for Unforeseen Costs budget line, as well as guidance on the timeline by which such re-allocations should be completed.

Value Added Tax (VAT)

- Applicants must include costs related to VAT. If VAT costs are applied by the host government but are omitted in an Applicant's budget, the Grantee will be responsible for paying them. USDOL-funding cannot be used for VAT costs that were not included in the initial budget proposal.

Housing

- If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses.
- In accordance with federal cost principles, Grantee or subrecipient personnel housing and personal living expenses may not be counted as fringe benefits or indirect costs in the project budget. USDOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL.
- Grantees must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable given costs in the country where the staff person will reside.

Other Allowable Costs

- Training or meetings and conferences where the primary purpose is the dissemination of technical information may include reasonable costs of meals and refreshments, transportation, rental of facilities and other incidentals.

d) Budget Narrative

The cost proposal must include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the outputs-based budget.

e) Indirect Cost Information

According to Federal regulations, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges should be based on allowable, allocable, and reasonable costs based on the applicable cost principles.⁵⁰ Indirect cost support for allocated charges to the grant and the closeout process is validated using a federally approved Negotiated Indirect Cost Rate Agreement (NICRA). The NICRA is issued by the FCA based on annual indirect cost proposal submissions from grantees. Typically, the agency providing the preponderance of direct Federal funds to the organization is the FCA.

Indirect Cost Form for the Applicant: The cost proposal must contain information on the Applicant's indirect costs, using the Indirect Cost Form provided on Grants.gov and on the USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/SCAguidelines.htm>.

Indirect Cost Supporting Documentation for Organizations with:

- A current rate approved by the FCA - Please provide a copy of the NICRA in the proposal.
- No budgeted/claimed indirect costs – Please provide a Certificate of Direct Costs. See the Indirect Cost Form for details and a sample certificate.

Indirect Cost Proposal Submission Requirements for Organizations with:

- An expired rate or a rate never approved by the FCA – For evaluation purposes, applicants without an approved NICRA must submit an indirect cost rate or ceiling amount that they propose to be incorporated into the resultant Cooperative Agreement award. An indirect cost proposal must be submitted to the FCA within 90 days of grant award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.
- A current rate – Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the grant, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

Indirect Cost Ceilings: The proposed/approved NICRA rate, or indirect rate proposed in response to the SCA for those organizations with no rates approved, will be used to set a ceiling for indirect costs in the cooperative agreement.

f) Survey on Ensuring Equal Opportunity for Applicants (Optional)

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided on USDOL/ILAB's Web site at: <http://www.dol.gov/ilab/grants/SCAguidelines.htm>.

⁵⁰ OMB Circular A-122, as codified at 2 CFR Part 230, for non-profit organizations or OMB Circular A-87, as codified at 2 CFR Part 225, for State and local organizations; and OMB Circular A-21 for Educational Institutions. These cost principles are available at <http://www.whitehouse.gov/omb/circulars/index.html>. Federal Acquisition Regulations, 48 CFR Part 31, for for-profit organizations are available at: <http://www.arnet.gov/far/>.

C. Submission Dates and Times

All applications must be received by the closing date and time on the cover page of this announcement.

D. Funding Restrictions

All Applicants must adhere to requirements concerning restrictions, unallowable activities, and specific prohibitions, as identified in 2 CFR 230 (OMB Circular A-122), 2 CFR 215 and 220 (OMB A-21), 29 CFR Part 95, 29 CFR Part 98, and USDOL/ILAB policies outlined in the MPG, for all USDOL-funded technical cooperation projects. Applicants should take particular note and should adhere to funding restrictions/administrative requirements in the USDOL/ILAB MPG (available on [Grants.gov](http://www.dol.gov/ilab/grants/SCAguidelines.htm) as a document accompanying this SCA) and available on the ILAB Web site at <http://www.dol.gov/ilab/grants/SCAguidelines.htm>).

E. Other Submission Requirements

Applications may be submitted in hard copy or electronically via [Grants.gov](http://www.grants.gov). Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted.

a) Electronic Submission

Applicants electing to submit electronically must submit one electronic copy of the complete application via [Grants.gov](http://www.grants.gov). Applicants submitting via [Grants.gov](http://www.grants.gov) are responsible for ensuring that their application is received by [Grants.gov](http://www.grants.gov) by the deadline.

Applicants submitting their application electronically through [Grants.gov](http://www.grants.gov) should note the following submission instructions: (1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on [Grants.gov](http://www.grants.gov), (2) applications submitted through [Grants.gov](http://www.grants.gov) do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and (3) when submitting on [Grants.gov](http://www.grants.gov), Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL from considering the application. USDOL will attempt to open the document, but will not take any “corrective” measures in the event of issues with opening the document. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the registration steps at http://www.grants.gov/Applicants/get_registered.jsp as registration can take multiple days to complete. Applicants should consult the [Grants.gov](http://www.grants.gov) Web site’s Frequently Asked Questions and Applicant User Guide, available at http://www.grants.gov/help/general_faqs.jsp, and <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. Within two business days of application submission, [Grants.gov](http://www.grants.gov) will send the Applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by [Grants.gov](http://www.grants.gov). The second email will indicate the application has both been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission; therefore, sufficient time should be allotted for submission (two business days), and if necessary, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

Applicants can contact the [Grants.gov](http://www.grants.gov) Contact Center at 1-800-518-4726 or support@grants.gov to obtain assistance with any problems related to using [Grants.gov](http://www.grants.gov), including difficulties downloading the application package; software compatibility questions; and questions on how to

assemble electronic application packages. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

b) Hardcopy Submissions

Applicants electing to submit hard copies must submit one (1) original, complete application, *plus* one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement. Applicants are encouraged to submit their applications in advance of the deadline. Applications may be hand delivered or submitted via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected. Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to security concerns. Applicants must consider this when preparing to meet the application deadline.

Any application received at the OPS after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

If the postmark is not legible, an application received after the above closing time and date will be treated as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, Applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

V. APPLICATION REVIEW INFORMATION

A. Criteria

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points. Applicants will be evaluated on the following:

1. Technical Proposal (70 points)

The Technical Proposal will be evaluated based on the extent to which it responds to all of the requirements outlined in the SCA.

a) Project Design (45 points)

Applicants will be evaluated and rated on (1) the overall quality, effectiveness, relevance, and clarity of their proposed project design; (2) the extent to which it responds to all of the requirements outlined in the SCA; and (3) the extent to which the proposed strategy will promote long-term sustainability of efforts to significantly reduce child labor in the production of tea. Applicants will be evaluated on each of the following strategic areas from their proposal:

- Background and Problem Statement
- Objectives and Expected Outcomes
- Targets and Partners
- Project Interventions
- Monitoring and Evaluation

b) Organizational Capacity (25 points)

Applicants will be evaluated based on the following criteria:

- International and U.S. Government Grant and/or Contract Experience.
- Country Presence and Host Government Support.
- Project Management Plan.
- Personnel, including the quality, relevant experience and demonstrated effectiveness of proposed staffing for implementing the proposed strategy, and the extent to which the staffing strategy promotes development of the capacity of local staff.

2. Cost Proposal (25 points)

The following components of the Cost Proposal will be evaluated as to how cost effective and realistic the proposed costs are and how the proposed budget is linked to the activities, objectives, and outputs reflected in the Project Design Narrative and Work Plan:

- A detailed outputs-based budget and accompanying budget narrative.
- Cost-sharing information, if applicable.

3. Past Performance (5 points)

Information about the Applicant's past performance, as applicable, will be considered in the review process. As applicable, Applicants will be evaluated based on the following:

- a) Information provided by the Applicant in Appendix C; and
- b) Any additional information solicited from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards.

B. Review and Selection Process

Each complete and responsive application will be evaluated by a technical review panel against the criteria described in this SCA. Applicants are advised that panel recommendations to the GO are advisory in nature. The GO may elect to select a Grantee on the basis of the initial application submission or the GO may establish a competitive or technically acceptable range from which a Grantee will be selected. If deemed appropriate, the GO may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above may be repeated, in whole or in part, to consider such revisions. The GO will make final selection determinations based on panel findings and may consider other factors that represent the greatest advantage to the Federal Government, including cost, the

availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to: (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The GO's determinations for awards under this solicitation are final.

Before the actual cooperative agreement is awarded, USDOL may enter into discussions with an Applicant for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If negotiations do not result in a mutually acceptable submission, the GO reserves the right to terminate the negotiation and decline to fund the application.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries.

C. Anticipated Announcement and Award Dates

Information on the anticipated award date is provided on the cover page of the SCA. USDOL is not obligated to make any awards as result of this solicitation, and only the GO can bind USDOL to the provision of funds under this solicitation.

VI. AWARD ADMINISTRATION INFORMATION

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity (1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; (2) with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System (HHS-PMS); (3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project; (4) that may request or agree to a revision or amendment of the cooperative agreement or the Project Document; and (5) responsible for working with USDOL to close out the project. Each Grantee must comply with all applicable Federal regulations and is individually subject to audit.

A. Award Notices

The GO will notify Applicants of designation results as follows:

Notice of Award: The notice of award signed by the GO serves as official notice of an Applicant's designation as Grantee. The notice of award will be accompanied by a cooperative agreement and USDOL/OCFT's most current MPG, which is available on Grants.gov (as a document accompanying this SCA) and the USDOL Web site, <http://www.dol.gov/ilab/grants/SCAguidelines.htm>. The MPG provides general management procedures and guidelines for Grant and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

Notice to Unsuccessful Applicants: Applicants not selected for award will be notified formally. They may submit a written request for debriefing within 10 business days after receipt of notification of non-selection. The GO is not required to provide debriefings if written requests are not received within the specified timeframe.

Notices by a person or entity other than the GO are not valid.

B. Administrative and National Policy Requirements

1. General Requirements

Grantees awarded Federal funding under this SCA shall be subject to the terms outlined in this solicitation, the cooperative agreement, and the MPG. They are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars and USDOL policies. If, during project implementation, a Grantee is found in violation of any of the foregoing, remedies may include modification of the terms of the cooperative agreement awarded under this solicitation; disallowance and recovery of costs; termination of the cooperative agreement; and USDOL any other action permitted by law.

2. Project Audits and External Auditing Arrangements

U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than \$500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned GOR at the time it is submitted to the Federal Audit Clearinghouse.

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits that Grantees are required to arrange, which are referenced in the preceding paragraph. All Grantees, including non-U.S. based and private for-profit Grantees, are subject to attestation engagements during the life of the cooperative agreement. Such an attestation engagement will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on (1) compliance with USDOL regulations and the provisions of the cooperative agreement and (2) the accuracy and reliability of the Grantee's financial and performance reports.

3. Administrative Standards and Provisions

Cooperative agreements awarded under this solicitation are subject to the administrative standards and provisions that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement. Title 29 of the CFR is available from the U.S. Government Printing Office, at <http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.1.39&idno=29>. Copies of all regulations referenced in this solicitation are available at no cost, online, at <http://www.dol.gov>.

- 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor— Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.

- 29 CFR Part 94 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
- 29 CFR Part 96 – Audit Requirements for Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Audits of States, Local Governments, and Non-Profit Organizations.

Copies of OMB Circulars referenced in this document can be found at:

- 2 CFR 215 and 220 (OMB Circular A-21)– Cost Principles for Educational Institutions
http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations http://www.whitehouse.gov/omb/circulars_a110/
- 2CFR 230 (OMB Circular A-122)– Cost Principles for Non-Profit Organizations
http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf
- OMB Circular A-133– Audits of States, Local Governments, and Non-Profit Organizations
http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

4. Transparency

USDOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish all proposal Abstracts on the USDOL's public Web site or similar publicly accessible location. Additionally, we will publish a version of the Technical Proposal required by this solicitation for all Awardees on the USDOL's Web site or a similar location. Except for the sections listed above, none of the Attachments to the Technical Proposal described in Section IV. will be published. The Technical Proposals and Abstracts will not be published until after the cooperative agreements are awarded. In addition, information about Cooperative Agreement progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Proprietary or business confidential information is information that is not usually disclosed outside your organization and the disclosure of which is likely to cause you substantial competitive harm. Personally identifiable information is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.⁵¹

⁵¹ Office of Management and Budget, *OMB Memorandum 07-16 and 06-19. GAO Report 08-536, Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008; available from <http://www.gao.gov/new.items/d08536.pdf>.

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an Applicant submits proprietary or confidential business information or personally identifiable information, USDOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the Applicant agrees to indemnify and hold harmless the United States, USDOL, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the Applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when USDOL posts the winning Technical Proposals, Applicants whose Technical Proposals will be posted will be requested by the Grant Office to submit a redacted version of their Technical Proposal, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and consortium members' staff (if applicable) should be removed as well.

Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information, or personally identifiable information is contained in the Technical Proposal to publish any unredacted information which fits under either category. If an Applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including the Applicant's proprietary and confidential business information and any personally identifiable information).

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, USDOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by USDOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If USDOL receives a FOIA request for your application, the procedures in USDOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

5. Transparency Act Requirements

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252). Complete information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, can be found at the following Web site: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

6. Reporting

Grantees must submit copies of all required reports to USDOL by the specified due dates, unless otherwise indicated. More information on the reports and exact timeframes for their completion will be included in the cooperative agreement.

VII. AGENCY CONTACTS

Agency contact information is available on the cover page of the SCA.

VIII. OTHER INFORMATION

A. Office of Management and Budget Information Collection

This SCA requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires January 31, 2016). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for the grant application is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Each recipient who receives a grant award will be required to submit semi-annual technical progress reports to ILAB. Each report is estimated to take approximately 10 hours to prepare. Any comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the USDOL OPS.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SCA will be used by the USDOL to ensure that cooperative agreements are awarded to the Applicants best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement.

B. Privacy Act and Freedom of Information Act

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the FOIA, as appropriate.

IX. APPENDICIES

APPENDIX A: TERMS AND DEFINITIONS

“Acceptable work,” while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. For example, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws.

“Area-based approach” targets all forms of child labor within a defined geographic location.

A **“Child”** or **“children”** are individuals under the age of 18 years. For the purposes of this solicitation, this term also includes older children (“youth”) who are under the age of 18 years.

“Child labor” includes those children (minors under age 18) working in the worst forms of child labor as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the WFCL as:

- (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
- (b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
- (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and
- (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Grantees are encouraged to consult Recommendation 190 accompanying C. 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- (a) work which exposes children to physical, psychological, or sexual abuse;
- (b) work underground, under water, at dangerous heights or in confined spaces;
- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

“Child labor monitoring system” CLMS involves the identification, referral, protection, and prevention of exploitative child labor through the development of a coordinated multi-sector monitoring and referral process that aims to cover all children living in a given geographical area.

Progress in this field can be demonstrated if one or several of the following systems has been established:

- A comprehensive plan and/or pilot program to develop and establish national, local or sector specific CLMS.
- A CLMS covering various forms of child labor at the national level;
- A CLMS covering various forms of child labor at the local level;
- A CLMS in any formal or informal sector, urban or rural.

A comprehensive and credible CLMS includes the following characteristics:

- The system is focused on the child at work and/or in school;
- It involves all relevant partners in the field, including labor inspectors if appropriate;
- It uses regular, repeated observations to identify children in the workplace and determine risks to which they are exposed;
- It refers identified children to the most appropriate alternative to ensure that they are withdrawn from dangerous work;
- It verifies whether the children have actually been removed and/or shifted from dangerous work to an appropriate situation (school or other);
- It tracks these children after their removal, to ensure that they have satisfactory alternatives; and
- It keeps records on the extent and nature of child labor and the schooling of identified child workers.

“Children at high-risk of entering child labor” refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.

“Cooperative agreement” an award instrument where substantial involvement is anticipated between the donor (USDOL) and the Grantee during the performance of project activities. The level of monitoring and accountability required by USDOL under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

“Cost sharing” means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value, obtained from the Grantee and/or non-Federal third parties. These methods may include “matching funds” and “in-kind contributions”.

“Decent work” is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components: (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.

“Direct beneficiaries” are children and households that have been provided with educational and livelihood services.

“Direct beneficiary monitoring system” DBMS monitors provision of educational and livelihood services provided to direct beneficiaries as well as monitoring of children’s education and work status.

“Direct educational services” may involve either of the following:

The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries’ specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

The four categories of educational activities that qualify are:

- Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
- Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (i.e., mechanics, sewing);
- Formal education - This is defined as the formal school system within the select country; or
- Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and enable a child to attend and stay in school.

OR

The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:

- Non-formal or basic literacy education; or
- Vocational, pre-vocational, or skills training.

Grantees must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered “direct educational services” as defined above (see definition of “other project interventions”).

“Direct services” are interventions that include educational and livelihood services provided by the project.

“Educational services” refers to formal or non-formal education:

- **Formal education services** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.
- **Non-formal education services** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal

education services may lead to mainstreaming into formal education or equivalent school certificates.

- **Vocational education services** refer to education and/or training related to a specific vocation, trade or occupation. For the purposes of a project(s) funded under this solicitation, a child under the age of 18 who receives vocational education services will be counted as having received an educational service. Vocational education services may also be provided to individuals 18 years of age and older in a household, including older siblings of working or at-risk children under the age of 18, if the provision of such services is intended to reduce the likelihood of child labor for a child in that household as a result of improvements to the household's livelihood. In such cases, the Grantee will report this vocational service to DOL as a livelihood service provided by the project.

“Hazardous work” The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as **“hazardous work.”** According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- a. work which exposes children to physical, psychological, or sexual abuse;
- b. work underground, under water, at dangerous heights or in confined spaces;
- c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

“Household” consists of all persons—related family members and all unrelated persons—who occupy a housing unit and have no other usual address. For the purposes of this project a household must include at least one eligible child who is “at high-risk of entering child labor” or “engaged in child labor.”

“In-Kind contributions” means goods or services, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL’s disallowance of costs in the amount of the committed in-kind contributions.

“Key stakeholders” can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.

“Livelihood” is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. Sustainable livelihood programs seek to create long-lasting solutions to poverty by empowering their target population and addressing their overall well-being. USDOL child labor elimination projects focus on ensuring that households can cope with and recover from the stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs.

“Livelihood services” may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, improved access to savings and credits, and social capital services. Definitions of livelihood services include but are not limited to the following categories:

- **Education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only adults⁵² may be counted in this category as receiving education and training services.
- **Improved access to savings and credit** aims to mitigate economic shocks by leveling out the income of participants over time. Income smoothing services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. Adults and children may receive income smoothing services.
- **Social capital services** aim to expand a participant’s connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. Adults and children may receive social capital services.
- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. Adults and children of the legal working age may receive employment services.
- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. Adults and children of the legal working age may receive economic strengthening services.
- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.
- **Cooperatives** are groups owned and operated by individuals, organizations or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' co-op, may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm

⁵² A legal adult is a person who has attained the age of 18.

together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution, and marketing of farm products.

“Matching Funds” means cash or cash equivalents, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL’s disallowance of costs in the amount of the committed matching funds.

“Monitoring and evaluation” According to the 2011 USAID Evaluation Policy, monitoring and evaluation consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring of changes in performance indicators reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.

“Occupational safety and health” encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.

“Other direct services” are (1) considered essential for ensuring reduction of children in child labor and (2) provided directly to the project’s direct beneficiaries. Some examples of “other direct services” would include extracurricular activities during school breaks; and psychosocial counseling or medical care (e.g., for children withdrawn from commercial sexual exploitation, child soldiering). Another example would be providing direct beneficiaries who meet minimum age requirements for employment (particularly children 15-17 years) with occupational safety and/or health interventions that promote safe, acceptable work (e.g., protective masks, goggles, gloves) or job placement services to facilitate children’s transition from a vocational or skills training program into acceptable work. If the project provides children with one or more “other direct services” but does not provide them with a “direct educational service,” then the project cannot count these children as “direct beneficiaries.” However, such children may be considered “indirect beneficiaries.”

“Quality education” defined by UNESCO in its paper *Defining Quality in Education* recognizes five dimensions of quality: learners, environments, content, processes and outcomes, founded on ‘the rights of the whole child, and all children, to survival, protection, development and participation’ (UNICEF, 2000).

“Social programs” include government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations. They can include cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some of USDOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries or conduct joint initiatives to combat child labor within the social-protection programs’ framework.

“Youth employment” seeks to provide employment opportunities for youth ages 15 to 24, who currently lack decent work and face underemployment, temporary and involuntary work with few benefits, and limited opportunities for advancement. USDOL projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic and social opportunities, and (2) protect working children from hazards in the workplace.

“Working child” is an individual under 18 years of age who engages in paid or unpaid work, whether in the formal or informal sector, for at least one hour during a given reference period. This work includes the production of goods for one’s own use, but does not include household chores carried out in a child’s own home.

APPENDIX B: ILAB COMMON INDICATORS AND SUB-INDICATORS

Due to performance reporting requirements under Government Performance and Results Act (GPRA), ILAB has developed the following indicators and sub-indicators:

INDICATORS

- Number of direct beneficiary children provided education or vocational training services.
- Number of households provided livelihood services.
- Evidence of increased country capacity to address child labor and forced labor.

SUB-INDICATORS

Education

- Number of children engaged in or at high-risk of entering child labor enrolled in formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in non-formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in vocational services.
- Number of children trafficked or in commercial sexual exploitation, or at high-risk of being trafficked or entering commercial sexual exploitation, provided education or vocational services. (Note: only applies to projects targeting children in these areas).

Livelihoods

- Number of adults provided with employment services.
- Number of children provided with employment services.
- Number of individuals provided with economic strengthening services.
- Number of individuals provided with services other than employment and economic strengthening.

Country Capacity

- The adaptation of the legal framework to meet international labor standards.
- Formulation and adoption of specific policies, plans or programs to combat child labor or forced labor.
- The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
- Establishment of a child labor monitoring system (CLMS) or forced labor monitoring system.
- Institutionalization of child labor and forced labor research (including evaluation and data collection).
- Institutionalization of training on child labor or forced labor issues within government agencies.

APPENDIX C: SAMPLE PAST PERFORMANCE TABLE

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in USD)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

APPENDIX D: DOCUMENTS REQUIRED FOR APPLICATION SUBMISSION

Required Documents	SCA Reference	Applicant	Subgrantee (providing services related to project)	Subcontractor (providing services related to project)
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			<i>intervention strategies)</i>	<i>intervention strategies)</i>
Technical Proposal	Section IV.B.1	√		
Cost Proposal	Section IV.B.2	√		
Past Performance Table	Section IV.B.1.d)(1) Appendix B	√	√	√
Copy of the opinion letter(s) and a summary of audit findings	Section IV.B.1.d)(5)	√	√	√
Documentation of Host Country Presence and Host Government Support	Section IV.B.1.d)(2)	√		
Key Personnel Signed Letters of Commitment	Section IV.B.1.d)(4)	√	√	√
DUNS Number	Section IV.B.2.a)	√	√	√
Outputs based budget	Section IV.B.2.c)	√	√	√
SAM Registration	Section IV.B.2.a)	√		
SF 424	Section IV.B.2.b)	√		
SF 424A	Section IV.B.2.b)	√		
Indirect Cost Form	ILAB Web site	√	√	√